

SOUTH TAHOE REFUSE AND RECYCLING

SPECIAL EVENT BEVERAGE CONTAINER RECYCLING PROGRAM

Thank you for including recycling as an important element of your special event.

The following information will help you design a recycling program that will meet your particular needs.

Event Name: _____

Contact Information: _____ Phone: _____

Fax: _____ e-mail: _____

Date(s) _____ Start Time: _____ End Time: _____

Location: _____

Attach site map and mark where dumpsters should be placed.

Access must be adequate and authorized by the property owner.

Anticipated Attendance: _____ Per Day

Estimate the types and number of beverage containers that will be served, available and brought to the event:

_____ Aluminum _____ Plastic
_____ Glass _____ Other (Please Specify)

South Tahoe Refuse and Recycling offers the following beverage container recycling kits:

(Please indicate the number of each kit you would like in the left-hand column)

_____ **Quick Kits – Suitable For One- To Two-Day Events**

One (1), 6-yard recycling dumpster, with locking bar -
Place your bags of recycling materials in this dumpster
Six (6), 23-gallon blue recycling receptacles
Twelve (12), 23-gallon blue bags

_____ **Big Blue Kits – Suitable For Extended, Large Events**

One (1), 20-yard separation recycling container -
Place your bags of recycling materials in this container
Twelve (12), 23-gallon blue recycling receptacles
One hundred (100), 23-gallon blue bags

Beverage containers do not have to be sorted by type. Our Material Recovery Facility will sort the recyclables after your event. Together, we can make it happen!

Delivery Date: _____ Pickup Date(s): _____

_____ Check here if you also need dumpsters for solid waste. Disposal fees apply. Our office will contact you to arrange that service.

Please submit your request as early as possible so that we can reserve the resources you need.

Attached, you will find information on organizing and utilizing your recycling kits. Please sign and return that form as well. **Questions? (530) 542-8301 Fax: (530) 544-2608**

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How to organize for a successful recycling event:

Place the blue recycling containers that are inside the 6-yard dumpster at strategic locations throughout your event. We suggest that they be next to trash receptacles so that people make the conscious decision to recycle. This will help reduce food and other contamination in your recycling containers. Place extra blue bags in the bottom of the blue container before lining the container with a blue bag. If it is windy, place one or two full water bottles in the bottom of the container.

Assign specific staff/volunteers to check the blue recycling containers on a regular basis, every hour or so. When bags are full, they should be removed, a new blue bag placed inside the container, and the full blue bag placed in the 6-yard dumpster provided for recyclables. Loose, clean cardboard can also be placed in this dumpster. Be sure that cardboard is flattened so that you have adequate room in your dumpster for the bags of recyclables and the blue recycling containers at the end of your event.

At the end of the day, collect the blue recycling containers, tie the blue bags up and place everything inside the 6-yard dumpster. If it is a two-day event, place a lock on the recycling dumpster so that trash or other contamination is not inadvertently placed in this dumpster.

Your 6-yard dumpster will be picked up by STR as indicated on your application form. We will take your materials back to our Material Recovery Facility where our staff will sort the recyclables by type. The materials will eventually be shipped to processors to be made into new and useful items. Together we can reduce what goes to the landfill and put these resources to better use.

Keep close track of the blue recycling containers. You will be charged \$90 for the replacement of lost containers. Your application grants STR the right to enter the premises for delivery and retrieval of receptacles. You will be liable for any personal injury or property damage resulting from use of receptacles. Should you have any questions about the recycling program, please call (530) 542-8301.

Date: _____

Sign and Fax to: (530) 544-2608

**CONGRATULATIONS ON CHOOSING TO
MAKE YOUR SPECIAL EVENT
EARTH-FRIENDLY!**