

Thank you for your interest in Event Recycling!

The Petoskey/Harbor Springs area hosts hundreds of events each year. Unless recycling is offered, these events will produce significant amounts of material that will end up in the landfill. It is our hope that each event will take advantage of our recycling opportunities!

Simply fill out the form on the reverse side of this paper and return it to Emmet County Recycling by mail, email or in person. If you have questions or difficulty filling out the form, please contact the office by phone at (231) 348-0640 or via email at recycling@emmetcounty.org. Completed forms can also be emailed to Ashley McMurry at amcmurry@emmetcounty.org.

Once your reservation is confirmed, someone in the office will contact you to coordinate the pick-up/delivery of recycling infrastructure for your event.

In order to capture the most recyclables and divert the most waste, we suggest planning the event with recycling in mind by doing the following:

- Include information about recycling bin availability in printed materials and continually promote recycling during announcements;
- Pair each trash receptacle with a recycling bin. (Your recyclables must be consolidated and bagged. *(provided with bins)*);
- Require concession vendors to provide drinks in cans or plastic cups/bottles. *(ECR can recycle paper and plastic cups!)*;
- If you plan to host a zero waste event, require concession vendors to use compostable plates, utensils, napkins and cups.;
- Following the event, please keep mixed containers separate from paper, boxes and bags.
- Please note, we are NOT responsible for the hauling or disposal of event trash.

Please check out our website for further details on working towards zero waste and best practices for recycling at events. <https://www.emmetrecycling.org/services/zero-waste-events/>

Happy Recycling!

Event Recycling Infrastructure Loan Program

Emmet County Recycling (ECR) offers three levels of service for event recycling.

- 1) Your organization/event contact person picks up infrastructure prior to event and drops clean bins back off at the Pleasantview Transfer Station following event. **(Free of Charge)**
- 2) ECR drops infrastructure off at event location and picks up infrastructure following event. **(Fees applied based on infrastructure needs/staff time)**
- 3) ECR drops infrastructure off at event location, sets up bins/totes, staff's event, and cleans up infrastructure following event. **(Fees applied based on infrastructure needs/staff time)**

Additional fees may be included based on individual needs of each event.

Service Fees Include:

- 1) \$10 per zero waste station (waste, recycling & composting clearstream station)
- 2) \$20 per Give All Food A Future food scrap cart requested
- 3) \$40/hour for staffing of event and/or setup/cleanup
- 4) If bins need additional cleaning after event there will be a \$25 service charge
- 5) \$100 for use of event recycling trailer (we deliver and pick it up)
- 6) Food Scrap Contamination Fee: \$10 per cart

Lost/Damaged Fees Include:

- \$10/tote
- \$70/cart
- \$125/clearstreams

Please fill out the Top Portion of the form, ECR will call/email you to estimate infrastructure needs.

ECR Level of Service Selection:

Name of Event / Sponsoring Organization:

Contact Name:

Phone Number:

Email:

Billing Address:

Event Location:

Event Date(s):

Event Time:

Estimated Attendance:

Pick-up Date:

Time:

Return Date:

Time:

Delivery Date:

Time:

Pick-Up Date:

Time:

To be filled out by ECR staff

of totes requested:

Cleaning/Contamination Fee:

of Blue Recycling Clearstreams requested:

Staff Hours:

of Zero Waste Stations Requested:

Event Trailer:

of Food Scrap Carts requested:

Invoice Total:

Invoice Sent to MacKenzie

Customer Signature:

Date: