



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 Bur at abur@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 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, sets up bins/totes, 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)**

Service fees include:

- 1) \$20 per food scrap cart requested
- 2) \$20/hour for staffing of event
- 3) If bins need additional cleaning after event there will be a \$25 service charge

Please use this form to request Food Scrap Carts, Totes and Clearstream Recycling Bins for your event.

ECR Level of Service Selection (please circle): 1 2 3

Name of Event / Sponsoring Organization: _____

Contact Name: _____ Phone Number: _____

Email: _____

Billing Address: _____

Event Location / Facility: _____

Event Date(s): _____ Event Time: _____

Estimated Attendance: _____

of Totes requested: _____

of Clearstreams requested: _____

of Food Scrap Carts requested: _____

Tentative Pick-up Date: _____ Time: _____ Tentative Return Date: _____ Time: _____

Estimated Cost: _____

Signature: _____ Date: _____