

EVENT INFORMATION:**EVENT NAME:****EVENT DATE:** _____

(dd/mm/yy)

EVENT ADDRESS/LOCATION:**EXPECTED ATTENDANCE:****CONTACT INFORMATION:****PRIMARY CONTACT:****NAME:****CONTACT PHONE NO:****CELL PHONE NO:****EMAIL ADDRESS:****APPLICANT SIGNATURE:****SECONDARY CONTACT:****NAME:****CONTACT PHONE NO:****CELL PHONE NO:****EMAIL ADDRESS:****WASTE MANAGEMENT PLAN:****REQUIREMENTS:**

Your plan details must include:

- a. Disposal bin placement (if you are arranging for a disposal bin). A site plan showing the disposal bin's location(s) and all recycling and waste container locations.
- b. Information about private company hired to clean up. Your plan must list the company name, contact person and phone number. In addition, include the time you have hired them to do the clean up. A copy of the contract is required.
- c. How your waste management plan will be communicated to vendors, volunteers and attendees.

WASTE COLLECTION, BINS AND MATERIALS:

PRIVATE COMPANY NAME: _____

CONTACT NAME: _____

TELEPHONE #: _____

CELL PHONE #: _____

NUMBER OF HIRED STAFF: _____

NUMBER OF VOLUNTEERS: _____

Bins supplied	Recycling (Office use only)			Organics	Garbage	
	Roll-Off Bins	Toter Bins	Front End Bins	Toter Bins	Roll-Off Bins	Toter Bins
Number of Bins						
Size/Capacity						

CHECK THIS BOX IF YOU ARE MANAGING YOUR OWN WASTE (e.g., using residential bins, managing litter with volunteers, etc. Richmond Hill offers services and equipment including garbage and recycling bins. Please refer to the Richmond Hill Services and Equipment section of the Festivals & Events Resource Manual for additional information.)

TYPICAL WASTE BY MATERIAL TYPE: *(List types of waste that will be generated by your event)*

Serveware (e.g. foam polystyrene, paper, plastic, etc.):

Packaging materials (e.g. cardboard, plastic film):

Containers (e.g. water bottles, juice boxes, pop cans):

Other (e.g. food waste):

FOR INTERNAL USE ONLY: *(Section for Staff to complete)*

Date Received: _____ Permit Number: _____

Approved By: _____ Staff Signature: _____

Copy of Documents on File: Approved Site Plan Contract(s)