



DEPARTMENT OF
**PUBLIC
WORKS**

ENHANCE YOUR RECYCLING EFFORTS

City of Richmond Event Recycling Bin Application

This application must be completed and returned to the City of Richmond Event Recycling Program as soon as possible so your event can be placed on the schedule. The equipment loan is not guaranteed until the application **is approved and a refundable deposit of \$50.00 for 1 to 10 cans or \$100 for over 10 cans is received**. Upon receipt of the recycling bins in the condition in which they were loaned, less typical wear and tear, your deposit will be returned within ten business days. **The application and deposit must be received at least 14 days prior to the event date.**

Mail: City of Richmond | Event Recycling Program | ATTN: Darlene | 3506 North Hopkins Road; Richmond, VA 23224

Fax: (804) 646-8068 Phone: (804) 646-8325

Event Information

Event Name: _____

Address: _____
Street Address City State Zip

Date(s): _____ / _____ / _____
Day(s) of the week Month Day(s) Year

Time: _____
Exhibitor/Vendor set-up Event Start Time Event End Time Event breakdown time

ORGANIZATION INFORMATION

Organization Name _____

Contact Person _____

Organization Address _____

Phone/Fax/E-mail _____

Event Details

Types of Recyclables Aluminum cans Plastic bottles Cardboard Glass Paper Other (list): _____

Estimated Attendance _____ Number of bins Requested _____ #65. Gal _____ #95. Gal _____

Number of trash cans requested for event _____

For Office Use

Application Received ____/____/____ Staff Review by _____

Approved ____ Denied ____ Reason _____ Notified ____/____/____ Deposit Received ____/____/____ Amount _____

Amount Returned _____ Date ____/____/____