

Recycling Bin Policy & Procedures

“Partnership with City of Richmond Green Events Team, Keep Virginia Beautiful and the Richmond Clean City Commission:”



- 50-95 gal. bins and 50-65 gal. bins are available for use at no cost at special events that take place within the City of Richmond limits
- Once the application has been approved, the organizer must pay a refundable \$50 deposit for 1 to 10 cans or \$100 for over 10 cans at least 14 days prior to the event.
- Bins are available on a first come first served basis
- Department of Public Works (DPW) will deliver and collect bins from the event site
- DPW will refund the deposit within 10 days after the event and only after the bins are confirmed to be in good condition.
- DPW will keep a log of pick-up and delivery for all events and tonnage for the Green Events Program.

USING THE RECYCLING BINS AT YOUR EVENT:

- The recycling bins are provided to you as a courtesy to encourage recycling at your events and they should NEVER be used as trash cans.
- Each recycling bin must ALWAYS be placed next to a trash can so that event attendees will understand that there are separate containers for trash and recycling.
- Recycling bins and trash cans should also have additional signage instructing attendees about what items can and cannot be recycled at your event.
- If possible, have volunteers at your event stationed at the recycling bins to instruct people how to properly recycle items.

