



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 that your event can be placed on the schedule. The equipment loan is not guaranteed until the application is approved and a 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. **Application and deposit must be received at least 14 days prior to the event date.**

Mail: City of Richmond, Event Recycling Program, 3506 N. Hopkins Rd. Richmond, Va. 23224, ATTN: Darlene

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

Event Information

Event Name: _____

Address: _____

Street Address	City	State	Zip
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Date(s): _____ / _____ / _____

Day(s) of the week	Month	Day(s)	Year
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Time: _____

Exhibitor/Vendor set up	Event Start Time	Event End Time	Event breakdown time
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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 ____/____/____