



ZERO WASTE EVENT BOOKING

CONTACT DETAILS

Name of Organization (if applicable): _____

First and Last Name: _____ E-mail Address: _____

Telephone Number: (day time) _____

EVENT DETAILS

Name of Event: _____ Event Location: _____

The event organizer will haul the totes (i.e. no CVRD delivery fee will be applied): Yes No

EQUIPMENT AND SERVICE DETAILS

The CVRD's Zero Waste Station(s) aims to support waste reduction at private or public events.

- Each Zero Waste Station consisting of one (1) tote for mixed recyclables, one (1) tote for refundables, one (1) tote for organics, one (1) tote for garbage.
- The Zero Waste Stations are available on a first come, first served basis. The CVRD will only book one (1) event per week.
- The CVRD is offering to deliver and pick up one (1) Zero Waste Station free of charge.
- An organization/group can book one (1) zero waste station, free of charge per calendar year. If more than one (1) station is required, delivery charges will apply (please see page 2 for a list of charges). If the event organization picks up and delivers the stations, no delivery charge will apply, regardless on the number of stations requested.
- After the event, the CVRD will haul away the totes and collected materials. **Note:** To avoid losing the deposit, the event organizer must ensure that the waste materials have been correctly sorted (e.g. there should not be any garbage in the recyclables, or recyclables in the garbage). It is recommended that the event organizer plans a head of time for the type(s) of wastes that will be generated at the event and ensures that there are volunteers to assist event participants in disposing the wastes correctly.

The CVRD will empty and clean the event stations if they are hauled by the CVRD. Self-hauled event stations must be cleaned and emptied by the event organizer. Failure to clean and sort collected material into the appropriate organics, recycling, refundables and garbage categories will result in the \$200 deposit not being returned to the event organizer.

NUMBER OF TOTES REQUIRED (a maximum of four (4) of each tote type):

___ Green (Organics) ___ Blue (Refundables) ___ Blue (Recyclables) ___ Black (Garbage)

Pick-up Date: _____ Contact Name and Phone # for Pick Up Person: _____

Drop-off Date: _____ Contact Name and Phone # for Pick Up Person: _____



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INSTRUCTIONS:

1. Submit this form to the CVRD Engineering Services Department either in person at 175 Ingram Street, by fax at 250-746-2543, or email es@cverd.bc.ca. **Note: It is recommended that reservations be made at least one (1) month prior to the event.**
2. Visit the CVRD office at 175 Ingram Street, Duncan to provide the required \$200 deposit (cash, cheque or credit card) and any applicable tote charges. (See charges below).
3. Delivery and Pick-Up of Totes:
 - a. **CVRD Delivery and Pick Up**
Prior to Bings Creek staff picking up the totes from your event, or your self-hauled delivery back to the depot, please ensure that you take all refundables with you. **Note: CVRD Staff tote delivery and pick-up times may vary between 9:30 am and 3:30 pm Monday - Friday.**
 - b. **Self-Hauling of Totes**
Self-hauled events can be picked up or dropped off from Monday – Sunday between 9:30 am – 3:30 pm at Bings Creek Recycling Centre located at 3900 Drinkwater Road, Duncan BC, excluding statutory holidays.
4. When all totes and signage have been returned clean, undamaged, and it has been confirmed that the collected material has been separated correctly, the deposit will be returned. **Note: Please do not use any tape or other type of adhesive on the CVRD totes without ensuring they are completely clean and adhesive free before they are returned or picked up.**

CHARGES:

Mandatory Tote Deposit	\$200.00
Self-hauled Zero Waste Event Station(s)	Free
Delivery/pick-up service for one (1) Station	Free
Delivery/pick-up service for two (2) Stations	\$42.00 (Including Tax)
Delivery/pick-up service for three (3) to four (4) Stations	\$131.25 (Including Tax)

The \$200 mandatory tote deposit may be used by the CVRD to cover any necessary processing of contaminated material (e.g. recyclables found in the garbage or garbage found in the recyclables), equipment damage, cleaning of dirty totes. If the event organizer complied with the conditions set out in this form, the tote deposit will be returned by cheque in the within 4-6 weeks following the event.

I acknowledge that

I have read and understand event details and instructions

_____ Sign

_____ Date



Return deposit to:

Name: of organization or person to whom the cheque should be made out to		Date:	
Address:		Amount:	\$200.00
Amount:			
Phone:			



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Self-Hauled Tote Drop Off and Pick-Up Form

*Use this form if you are picking up and hauling the totes yourself. Please bring this form to the Bings Creek Recycling Centre when picking up and dropping off the totes.

Event Name: _____ Event Date: _____

Number of totes picked up: _____

Number of totes dropped off: _____

CVRD Staff Use Only

The Totes Returned Are: Clean Unclean Undamaged Damaged

The collected materials is: Sorted Correctly Contaminated

Staff notes: _____

CONTACT:

CVRD ENGINEERING SERVICES

175 Ingram St, Duncan
Phone: (250) 746-2530
Email: es@cvrld.bc.ca
Hours: Mon-Fri 8:00-4:30 (excluding holidays)

BINGS CREEK RECYCLING CENTRE

3900 Drinkwater Road, Duncan
Phone: (250) 746-2677
Hours: Mon-Fri: 8:00 a.m. to 5:00 p.m. (excluding holidays)