



Special Event Pollution Prevention, Garbage & Recycling Services

Thank you for choosing to host your event in Sunnyvale. To help ensure that your event goes smoothly, City Environmental Services staff will work with you to ensure your event area stays clean and to determine whether you will need to provide any additional garbage containers/service based on the following:

- Number of anticipated attendees
- Type of activities (e.g. whether and how food and/or beverages will be served at the event)

To reduce the waste generated, consider implementing some of the waste reduction ideas included on page two.



Applicable Garbage Fees: Events with over 150 attendees hosted at a Sunnyvale park and events hosted in public locations may need to arrange for garbage service for a fee. Garbage service fees are based on the following City of Sunnyvale garbage rates:

Type of Service	Container Size	Fee (effective through June 30, 2013)
Special dump of onsite public garbage bin (e.g. at a Park) with capacity available	1-6 cubic yards (cy) <input type="checkbox"/> cy required	\$110.46 + \$16.33 per cubic yard. Total cost: \$
Delivery of garbage bin for use during the event.	<input type="checkbox"/> 1 cy	\$149.52
	<input type="checkbox"/> 2 cy	\$166.81
	<input type="checkbox"/> 3 cy	\$183.80
	<input type="checkbox"/> 4 cy	\$200.88
	<input type="checkbox"/> 6 cy	\$235.30

Garbage service needs will be determined as follows: (#) attendees x .005 cy = cy. Note: Waste reduction efforts may be incorporated to reduce this figure.

To avoid charges for garbage service, you may choose to deliver garbage for disposal offsite with City approval prior to the event.

City recycling staff can arrange for the delivery of recycling and garbage containers for grouped placement throughout your event (no fee). The following containers are available (please include the number you are requesting in the space provided):

Cans & Bottles Recycling	Garbage
<p>ClearStream Container (max. 25 available)</p>  <p>A \$50 fee will apply for containers not returned or are returned in damaged condition.</p>	<p>Cardboard Garbage Container (max. 85 available)</p>  <p>A \$50 fee will apply for containers not returned or are returned in damaged condition.</p>
<p>Details:</p> <ul style="list-style-type: none"> ▪ Clear liners will be provided for recycling ▪ Use for plastic, aluminum and glass food & beverage containers ▪ Note: Plastic and paper cups <u>are not</u> recyclable. 	<p>Details:</p> <ul style="list-style-type: none"> ▪ Black liners will be provided for garbage ▪ Containers are 19" x 19" x 31" ▪ These containers will be delivered flat and must be assembled for the event.

Your Responsibilities:

Before the Event

- ALWAYS pair the recycling containers with the garbage containers to reduce contamination in the recycling containers
- Let event staff and any vendors know which materials are being collected for recycling.
- If using oil or other liquids, plan for proper collection and disposal of these—liquids cannot be placed into regular garbage bins, or poured down storm drains or onto landscaping.

During the Event

- Encourage event attendees to place bottles, cans and food containers in the recycling bins in order to reduce the amount of waste generated by your event.
- Replace full garbage/recycling bags as needed with the liners provided

After the Event

- Place garbage bags in the dumpster(s) designated for use by your event
- After the event, flatten the garbage containers and place them next to the recycling containers at the pick up location. We reuse them.
- Place bags of recyclables next to the recycling containers at the pick up location.
- Ensure that all litter is picked up and disposed of properly.

Note: The event coordinator(s) is responsible for returning all garbage and recycling containers in the same condition in which they were delivered.

I have read and understand the above information and agree to comply with the stated guidelines

Print Name: _____ **Sign Name:** _____ **Date:** _____

Special Events Garbage/Recycling Service Contact:

Mary Lindemuth
Environmental Services, Solid Waste & Recycling Division
(408) 730-7484
(408) 734-2376 Fax
mlindemuth@sunnyvale.ca.gov

Tips for Reducing Waste at Your Event

If you plan ahead, reducing waste at your event can be easy and can even save you money.

- Serve beverages in their original (recyclable) containers rather than using disposable cups
- Use bulk containers or dispensers for condiments such as ketchup, mustard, mayonnaise, sugar, and creamer rather than individually packaged servings.
- Provide attendees and any vendors with information regarding your waste reduction goals and recycling available at the event.
- Evaluate how much waste and recyclables were generated during the event. Promote your accomplishments!



City of Sunnyvale Storm Water Pollution Prevention Guidelines for Special Events

Event organizers must actively implement these guidelines before, during, and after the event to reduce and prevent pollutants from leaving the event venue.

Good Housekeeping

- Do not use a water hose or pressure washing system to clean up spills. Use mops, brooms, or wire brushes to dry sweep and clean sidewalks, plazas, pavement, and other impervious surfaces. Use only dry clean-up methods! Wash water must be disposed of into the sanitary sewer drain and not into the storm drain.
- Minimize the use of soaps, cleaning solutions and chemical agents.
- Keep the site free of litter. Place paired trash and recycling bins around the site to minimize litter (see page 1 to order).

Preventive Maintenance

- Inspect equipment and vehicles frequently and clean up leaks and spills immediately.
- For specific water-based events, locate and protect all drainage points using storm drain protection devices such as sand bags, fabric filters, berms, containment booms, etc. prior to the event.
- Label or place signs at, around, or adjacent to storm drains with the following wording: *“No Dumping”* or other pollution prevention message.
- Regularly inspect storm drains during the event to prevent pollutants from accumulating around or in them.

Materials Storage and Handling

- Store materials in covered areas that are not exposed to rain.
- Keep outdoor storage areas clean.

Food Preparation

- Food vendors must have spill kits on-site. Spill kits include: towels, kitty litter, and/or clean-up materials. All spilled materials must be promptly cleaned up and disposed as explained above, under ‘Good Housekeeping’.
- Food vendors must work with a licensed waste oil or grease transporter, if applicable.
- Grey-water bins must be properly disposed into a sanitary sewer drain.
- Dumpsters and compostable (if any) bins must be covered at all times.

Post Event Clean Up

- All streets, sidewalks, and public areas must be cleaned (swept, litter picked up, etc.) and returned to the pre-event condition.
- Remove temporary public art (chalk, paint, charcoal, clay, etc) using dry clean-up methods only.
- After the site has been cleaned, storm drain containment and protection devices must be removed.

Note:

Refer to the **‘Pollution From Surface Cleaning’** (posted on Environmental Services Department website) guidelines for more ideas on proper cleaning and disposal methods.