



## ZERO WASTE EVENT BOOKING

### CONTACT DETAILS

First/Last Name: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Telephone Number (day) : \_\_\_\_\_

### EVENT DETAILS

Name of Event: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Self Hauled: Yes  No

### Equipment Details

The CVRD has designed a zero waste event program to encourage residents to learn how to host an event with as little waste as possible. The CVRD is offering to deliver and pick up one zero waste station (consisting of one of each tote; mixed recyclables, refundables, organics, garbage, and appropriate signage) **FREE** of charge. They will also haul away event waste material. This service is available on a first come, first served basis for one event per week. Each organization/group can book one zero waste station, FREE of charge per year, unless the event requires multiple stations. If you require additional zero waste stations for your event, charges will apply (see reverse for list of charges).

Haul your own event and use as many zero waste stations as you need, **FREE** of charge. Just be sure to bring them back clean (*Note. Charges apply for damaged/dirty bins*). Please note; all self-hauled zero waste event bookings are also on a first come, first served basis.

### Specify Number of Bins Required (4 of each tote available):

\_\_\_ Green (Organics) \_\_\_ Blue (Refundables) \_\_\_ Blue (Recyclables) \_\_\_ Black (Garbage)

Drop-off/Pick-up Date : \_\_\_\_\_

Contact Name/Number for drop off/pick up: \_\_\_\_\_

Pick-up/Drop-off Date: \_\_\_\_\_



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### Instructions:

1. Submit this form to the CVRD Engineering Services Department either in person at 175 Ingram Street in Duncan, or by email at [es@cprd.bc.ca](mailto:es@cprd.bc.ca). **Note: It is recommended that reservations be made at least one month prior to your event.**
2. Visit the CVRD office at 175 Ingram Street in Duncan to provide the required \$200 damage deposit (pay by cash, cheque or credit card) and applicable tote charges (if any). See charges below.
3. Prior to Bings Creek staff picking up the bins from your event, or your self-hauled delivery back to the recycling centre, please ensure that you take all refundables with you. **Note: CVRD Staff tote delivery and pick-up times may vary between 9:30AM and 3:30PM Monday - Friday. Self-hauled events can be picked up or dropped off from Monday – Sunday between 9:30AM – 3:30PM.**
4. Once all recycling totes have been returned clean to Bings Creek Recycling Centre undamaged and separated accordingly, your deposit will be returned. **Note: Please do not use any tape or other type of adhesive on our totes without ensuring they are completely clean and adhesive free before they are returned or picked up.**

### Charges:

Tote Deposit**	\$200.00
Self-hauled Zero Waste Event Stations	Free
First delivery/pick-up service for one Zero Waste Station for each organization in a calendar year. (Unless the event requires more than one station)	Free
Additional delivery/pick-up service for one Zero Waste station in the same calendar year, by the same organization.	\$42.00 (Including Tax)
Delivery/pick-up service for three (3) to four (4) Stations	\$131.25 (Including Tax)

\*\* The \$200.00 mandatory tote deposit may be used to cover processing contaminated material, equipment damage, totes not returned or unclean, or if material loads are mixed i.e. (recyclables, organics, or refundables are found in the garbage). The tote deposit will be returned by mail in the form of a CVRD cheque within four weeks following your event

I acknowledge that I have read and understand event details and instructions \_\_\_\_\_  
Sign Date



**Return deposit to:**

Name:		Date:	
Address:		Amount:	<b>\$200.00</b>
Phone:			



## ZERO WASTE EVENT BOOKING

Self-hauled tote drop off/pick-up form

\*Please bring this form to Bings Creek when picking up/dropping off the totes yourself

<b>Event Name:</b> _____ <b>Event Date:</b> _____
<b>Number of totes picked up:</b> _____
<b>Number of totes dropped off:</b> _____
<b><u>CVRD Staff Use Only</u></b>
<b>Tote State:</b> <input type="checkbox"/> Clean <input type="checkbox"/> Unclean <input type="checkbox"/> Undamaged <input type="checkbox"/> Damaged <input type="checkbox"/>
If damaged please explain: _____
<b>Deposit Refunded:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Office Staff Signature:</b> _____

**Contact:**

<b>CVRD Engineering Services</b> 175 Ingram St, Duncan Phone: (250) 746-2530 Email: es@cverd.bc.ca Mon-Fri 8:00-4:30 (excluding holidays)
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