

## Special Events Recycling Guidelines

Bethlehem City Ordinance #3321 States, "All persons shall source separate the designated recyclables generated at commercial, municipal, or institutional establishments and **from community activities.**" Designated recyclables mean glass, plastic 1-7, aluminum, and steel cans (co-mingled material), and corrugated cardboard.

You can either 1) hire a private hauler to collect your recycling 2) self-haul your recycling collected in your own recycling containers to a recycling processor, or 3) lease recycling containers and/or trailers from the Recycling Bureau and self-haul your recycling to a recycling processor. Regardless of collection method, copies of weight slips must be turned in to the Recycling Bureau with in 2 business days of the close of the event.

## City of Bethlehem Special Events Recycling Compliance Form

Please verify how you plan to provide for recycling at your event and submit the completed form to the City of Bethlehem Bureau of Recycling.

Event Name (if applicable): \_\_\_\_\_

Event Type (check one only):  Fair     Social/Picnic     Festival     Sporting Event

Other, please specify: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Completion Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Contact Person (s): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Primary Contact Telephone: \_\_\_\_\_ Alternative Contact Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

How Would Recycling be provided for your event? ( Please check only one)

Private Hauler/Contractor;  Self Collection with Own Containers;  Self-Collection with City owned rented containers

Signature Event Manager: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to utilize City equipment, please read the statement below and check the box next to it and contact the cities Recycling Bureau to confirm available equipment quintiles and requirements.

I wish to utilize the type of equipment listed below at the above event. I understand that the equipment is to be returned the Cities Yard waste facility within 2 business days clean and un-damaged. Any loss or damage to any of the equipment due to negligence will be my responsibility. Either a Weight Slip or proof of delivery to Theis/Cornfeld Recycling center will be needed at time of return to receive your deposit.

Clearstream Recycling bins    Deposit of \$50 per bin (\$5 rental included in deposit)    # of Bins; \_\_\_\_\_