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**Special Event Waste Management Plan for 500+**

Information on special event waste management and this form can be found on the *Special Event Waste Management Requirements* document provided by the City’s permitting office.

Please complete and return this Waste Management Plan **and provide all required documents at least 30 days** **before your event** to Recycling and Solid Waste Division, Commercial Waste Compliance team at wastecompliance@cityofsacramento.org. Failure to submit a plan will delay the issuance of your special events permit.

Waste services will be reviewed to ensure the amount of service complies with State and local laws, is sufficient to keep the event space clear of overflow and that containers for all required waste streams are easily accessible.

City staff are happy to meet with organizers in advance of the waste plan submission to answer questions. Contact us at wastecompliance@cityofsacramento.org.

1. **GENERAL INFORMATION:**

1. **Event Details**

Event Name: Click or tap here to enter text.

Event Date(s): Click or tap here to enter text.

Estimated participants – include staff, vendors and attendees: Click or tap here to enter text.

Describe event:Click or tap here to enter text.

**2. Contact Information**

At least one contact must be a person who will be at the event and have responsibility regarding waste services. The permit holder is ultimately responsible for all waste issues related to the event.

Event Contact Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Company Address: Click or tap here to enter text.

Will this contact be on-site managing waste issues for event? Yes [ ]  No [ ]

**If No - provide secondary contact information of on-site waste manager:**

On-site Waste Manager Contact Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Company Address: Click or tap here to enter text.

3. Garbage and Recycling services are required at all events. Organics (food waste) is required if food will be sold, provided for free or allowed to be brought in. Will food be available at this event?

Yes [ ]  No [ ]

4. If the event is at a City park and is less than 1,000 staff and attendees, are you planning to contract for additional garbage containers through Park Maintenance? Yes [ ]  No [ ]

***Note: Parks will only handle garbage. Recycling and organics may still need to be managed separately.***

5. Is your business located where the event is taking place? Example – street closure for Oktoberfest.

Yes [ ]  No [ ]

If **YES** do you plan to utilize the waste services at your business to handle additional waste generated by the event? Yes [ ]  No [ ]

 If **Yes** – the City will review your waste services to verify it is adequate for the event size.

Provide Business Address: Click or tap here to enter text.

6 . Does this event occur in Old Sacramento, within the Downtown Sacramento Partnership area (K st, DOCO) or in coordination with the Sacramento Convention Center? Yes [ ]  No [ ]

 If Yes – have you arranged any waste services through Old Sac, DSP or the Convention Center?

Yes [ ]  No [ ]

If Yes -Provide the name and number of your contact: Click or tap here to enter text.

**If you answered yes to 5 or 6, skip to E – Certification. You can then submit the form. RSW will follow-up to confirm information and services.**

**B. SERVICE OPTIONS:**

Please indicate the services options you are using for each waste stream. Garbage and recycling services are required at all events. Organics is required if food will be sold, provided for free or allowed to be brought to the event. Proof of service will be required for each option as part of the waste plan.

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| **Stream** | **Service Option** | **Proof of Service**  |
| Garbage | [ ]  Hauler Service | A signed service agreement/proof of arranged service with a commercial waste hauler |
| [ ]  City Parks Service  | Confirmation email or invoice from Youth Parks & Community Enrichment Department (YPCE) for additional trash service. |
| [ ]  Back-haul (only allowed if business is located at event site) | Address of business and contact. (answer question A4) |
|  |  |  |
| Recycle | [ ]  Hauler Service | A signed service agreement/proof of arranged service with a commercial waste hauler |
| [ ]  Third-Party/Self-Haul | Confirmation email, contract, or invoice from Third-party. Or if Self-Haul, email that includes name and location of the Recycling Center  |
| [ ]  Back-haul (only allowed if business is located at event site) | Address of business and contact. (answer question A4) |
|  |  |  |
| Organics | [ ]  Hauler Service | A signed service agreement/proof of arranged service with a commercial waste hauler |
| [ ]  Back-haul (only allowed if business is located at event site) | Address of business and contact. (answer to question A4) |

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| **Service Provider** | **Description** |
| Private Franchise Hauler service   | This is the most common option for event producers. Work with one of the franchised haulers that provide event services. The haulers can provide dumpsters as well as smaller containers to place within the event space.  |
| City Parks (Youth Parks & Community Engagement)  | For smaller events (less than 1,000 participants), the Parks Department may provide additional trash service at a City Park. There is a fee, and the service must be arranged in advance. It is at YPCE’s discretion if they wish to offer the additional service. |
| Third Pary/Self-haul  | Some organizations may collect and sort recycling for the CRV benefit. For events of 2000+, using an alternative service or self-hauling of recycling may require the organizers to track the weight of all the recycling they handle. **Self-haul to a residence is never allowed.**  |
| Back-haul  | Back-hauling of garbage, recycling, or organics will only be allowed under controlled circumstances. Examples would include an event where a business that is producing the event is also located at the site, such as and Octoberfest or St. Patrick’s Day event at a restaurant and the adjoining street is closed. **Back-haul to a residence is never allowed.**  |

1. **LEVEL OF COLLECTION SERVICE AND CONTAINER COUNT**

The following information should include the number of containers (boxes, wheelie bins, receptacles) that will be positioned in and around your event for attendee access. If you have bins (dumpsters) or roll-offs as part of the service, please provide and number and size for each waste stream.

1. **Provide the number of each container type that will be placed throughout the event. Garbage, and recycling containers must be co-located, placed next to each other. Organics must be co-located with garbage, wherever food is provided or consumed.**

Garbage containers: Click or tap here to enter text.

Recycling containers: Click or tap here to enter text.

Organics containers: Click or tap here to enter text.

1. **If you are getting bin service (dumpsters) provide the number and size. Usually bins are sized in cubic yards – (CY).** *If you are using a hauler that provides one roll-off bin, 20 cubic yards or larger, and waste is separated in bags and placed in the one roll-off bin, provide the roll-off information in the garbage row.*

Garbage: Click or tap here to enter text.

Recycling: Click or tap here to enter text.

Organics: Click or tap here to enter text.

1. **Waste Service Contact Information.** Based on the service options you selected. Please provide the corresponding contact information:

Private Franchise Hauler (Garbage, Recycle, and/or Organics)

Waste Hauler: Click or tap here to enter text.

Representative Name: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Third-Party (Recycle Only)

Business Name: Click or tap here to enter text.

Representative Name: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

1. **DIVERSION EFFORTS**
2. **Describe any efforts your event will be taking to reduce waste, increase diversion, and practice sustainability.**

Click or tap here to enter text.

1. **CERTIFICATION**

I certify that as the event permit holder and/or the one submitting this plan, I am responsible for:

* Arranging for collection services sufficient for the type and size of the event
* Placement of the containers at the event
* Event staffing to manage the waste
* All waste containers at the event must comply with the State’s signage and color mandates.
* Servicing containers during an event with sufficient frequency to avoid overflowing of containers.
* Replacing of container bags during the event
* Keeping containers unobstructed for the franchised waste hauler to service
* Removal of all containers following completion of the even
* Regardless of who provides the container or waste services – signage is always required.
* Yes [ ]  Event Contact Name: Click or tap here to enter text.
1. **REQUIRED ATTACHMENTS**

Please submit these attachments with the plan.

1. **Proof of Service**

Provide the proof of service for the options you have selected for garbage, recycling and organics in section B.

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| **Service Provider** | **Description** |
| Private Franchise Hauler service   | A signed service agreement/proof of arranged service with a commercial waste hauler |
| City Parks (Youth Parks & Community Engagement)  |  Confirmation email or invoice from YPCE (City Parks) for additional trash service. |
| Third-Party Recycling Service/Self-haul  |  Confirmation email, contract, or invoice from Third-party. Or if Self-Haul, email that includes name and location of the Recycling Center |
| Back-haul  | Address of business and contact. (answer question A4) |

1. **Event Map**

Provide an event site map that shows where waste containers will be placed for the event, both receptacles for attendee use, and any bins or dumpsters. The map should include event details such as the food area and restrooms. It can be the same map used for other permit requirements as long as it clearly shows where waste receptacles and bins will be.

 **Please note:** All waste containers at the event must comply with the State’s signage and color mandates

* + - The signs must indicate the type of material that is collected (ex. “Recycling”) and, either in text or graphics, the primary accepted materials and materials not accepted.
		- The signs must follow the State-required container colors: black or gray for garbage, blue for recycling, and green or brown for organics.