



Zero Waste Event Rebate Overview

Eligibility Rules

- Event must be an outdoor event within the Austin city limits that is open to the public. The event need not be free to the public, but the public must have equal access to purchase tickets and attend the event.
- Event must expect to draw a minimum of 500 attendees/spectators.
- Applicant must provide itemized invoices and/or receipts that include cost of trash, recycling, other diversion services, size of dumpsters and weight in pounds of all services (including trash, recycling, or other diversion services) and staffing services. Failure to provide costs and weights **DISQUALIFIES** the event from the rebate program.
- Distribution of single-use carryout bags, Styrofoam, or glass containers at park facilities or on public rights of way **DISQUALIFIES** the event from the rebate program.
- Applicant must obtain all necessary permitting from the City of Austin for the event and must comply with all permit requirements. For more information contact the Austin Center for Events at 512-974-6501, or visit **austintexas.gov/departments/special-events-0**
- Part 1 Zero Waste Event Rebate Application Form must be submitted at least 10 business days prior to event date.
- Event must provide recycling of plastic bottles, aluminum cans, and cardboard.
- If the event takes place in the evening or if alcohol will be sold or served, the event must privately contract for paid staff to monitor diversion services.

Rebate Rules, Terms and Conditions

- An Applicant is eligible for no more than two rebates per calendar year.
- The Zero Waste Event Rebate shall not exceed \$750.00 per event.
- Rebate recipient must be or sign-up to be a City of Austin Registered Vendor and provide a Vendor ID Number.
- Diversion service costs exceeding the calculated rebate amount are the responsibility of the event organizer.
- Zero Waste Event rebates are available on first come, first served basis; there will be no reservation system.
- Breach of Zero Waste Event Rebate eligibility rules, terms and conditions may result in forfeit or repayment of rebate.
- Applicant understands that the City is not a party to any contract between the event and any vendors or service providers. The City will not intervene in a dispute.
- The rebate amount for an event will be calculated after submittal of Part 2: Zero Waste Event Rebate Request, based on the total cost of the diversion services, excluding delivery fees and taxes.
- Staff costs may be included in calculation of rebate, but only for staff dedicated **solely** to recycling or composting at the event.
- The City reserves the right, at its sole discretion and at any time, to cancel the program or to change any or all of the Zero Waste Event Rebate eligibility rules, terms and conditions.
- The Applicant shall defend and hold harmless the City of Austin, its elected officials, officers, and employees from and against all claims arising out of, incident to, resulting from, or concerning the diversion services participating in the Zero Waste Event Rebate Program.

Process

Step 1: Rebate Overview and Eligibility

The overview provides information about eligibility rules, rebate rules, terms and conditions. Please familiarize yourself with these to be sure you remain eligible for the rebate as you prepare for your event. Complete and submit Part 1: Zero Waste Event Rebate Application Form and send the signed, completed form along with all necessary documentation to: **eventrecycling@austinrecycles.com**

Step 2: Register as a City of Austin Vendor

If you are not a registered vendor please visit the following link to do so:
https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm

Step 3: Contract for Recycling and/or Composting Services

Contract with a vendor for trash, recycling, composting and staffing services, as needed. The City highly recommends including the following in your contract language with a vendor:

- The requirement for itemized invoices that include cost of all services
- Size of dumpsters and weight in pounds of all services including trash, recycling, composting and staffing services.

Contact Keep Austin Beautiful (KAB) (**cora@keepaustinbeautiful.org** or call **512-391-0622**) to receive training and information on local resources, receive answers to questions about recycling set-up, composting, volunteers, and information regarding private waste haulers and staffing options. KAB will provide containers to be used at the event for recycling only under the COA-KAB Event Recycling Container Loan Program, on a first come, first served basis.

Step 4: Conduct the Event

Implement recycling and/or composting services.

Step 5: Post Event Application and Survey

Not later than 14 days after the event, complete and submit Part 2: Zero Waste Event Rebate Request Form, including:

- Copy of itemized invoices and/or receipts that include cost of all services, size of dumpsters and weight in pounds of all services including trash, recycling, other diversion services and staffing services.
- Complete post-event survey.

Questions? Contact **eventrecycling@austinrecycles.com**.