



Part 1: Event Recycling Rebate Eligibility Form

This form starts the process of waste reduction/diversion efforts at your event. The City will use the information in this form to verify that the event meets minimum qualifications. Notification that you are eligible does not constitute an offer, and does not guarantee funding. If you are eligible to participate in the Event Recycling Rebate program, Keep Austin Beautiful will assist you with training and access to borrow free recycling containers. After the event you may then file a **Part 2: Event Recycling Rebate Request Form** and be considered for a rebate of up to \$750 for waste reduction / recycling services at your event. Attached to the form is the **Event Recycling Rebate Overview**, which includes the eligibility rules, rebate rules, and the step-by-step rebate process. Please familiarize yourself with these to be sure you remain eligible for the rebate as you prepare for your event.

Please submit your completed Part 1 form to: eventrecycling@austinrecycles.com, with **New Event Rebate Form** in the subject line. City staff will review rebate eligibility and recycling container availability within 2 weeks.

For ALL other questions about event recycling, including how many bins to request, assistance with volunteer recruitment, and educational information, please contact Ladye Anne Wofford, Keep Austin Beautiful, at Ladye.Anne@KeepAustinBeautiful.org or call **512-391-0617 x 905** or go to www.keeppaustinbeautiful.org/recycle.

Event Information:

Event Name: _____

Event Location: _____

Attendees/Spectators expected: _____

Event Date/Time: _____

Volunteers expected: _____

of Vendors: _____

of Recycling Containers*: _____

of Trash Containers*: _____

of Compost Containers (if applicable)*: _____

Paid Staff**: Yes No

*An equal number of trash and recycling (and composting if applicable) containers is highly recommended

**Paid staff will be required if the event takes place in the evening or if alcohol is sold or served

Items to Recycle: Plastic Bottles Aluminum Cans Cardboard Compostables

NOTE: Glass and Styrofoam are NOT permitted in City of Austin Parks. Recycling containers may be used to collect aluminum cans and plastic bottles only. IF EVENT ORGANIZER DISTRIBUTES OR ALLOWS DISTRIBUTION OF STYROFOAM OR GLASS AT PARKS FACILITIES OR ON PUBLIC RIGHTS OF WAY, THE EVENT IS AUTOMATICALLY DISQUALIFIED FROM THE EVENT RECYCLING REBATE PROGRAM.

Event Organizer Information:

Contact Name: _____

Organization ("Event Organizer"): _____

Cell Phone #: _____

Email: _____

Eligibility Checklist:

- Outdoor event in Austin city limits, open to the public.
- Proper permitting from the City of Austin. List all permits obtained and dates issued:

- Event date is no less than 2 months and no more than 12 months from date of this application.
- Anticipates a minimum of 500 attendees/spectators.
- Event will provide, at a minimum, recycling of plastic bottles, aluminum cans, and cardboard.
- Recruit volunteers or paid staff (if required) to monitor waste reduction efforts. If this is an evening event or the event will sell or serve alcohol, paid staff is required.
- Event Organizer is not eligible for more than two Event Recycling rebates per calendar year. List all Event Recycling rebates received and dates received:

ARR OFFICE USE ONLY: <input type="checkbox"/> Date Received: _____ <input type="checkbox"/> Entered <input type="checkbox"/> Confirmation <input type="checkbox"/> KAB
Notes: