



Part 2: Event Recycling Rebate Request Form

This form is the final step in participation in the Event Recycling Rebate program. The City will use the information in this form to verify that the event met all qualifications and to calculate the Event Recycling Rebate for which the event may qualify. Please send the signed, completed form along with all necessary documentation to:

Event Recycling Rebate
 City of Austin, ARR
 PO Box 1088, Austin, TX 78767
 OR email: eventrecycling@austinrecycles.com (Subject line, Rebate Request - Event Name)

Event Organizer Information:

Contact Name: _____ Cell Phone #: _____

Organization ("Event Organizer"): _____

Email: _____

Issue Rebate Payment to: Event organizer Waste hauler Compost provider Staffing Service

Make rebate check payable to: _____

Mailing address for rebate: _____

Post Event Report: (*item may not be applicable to all events)

Event Name/Event Location: _____

Attendees/Spectators:

of Paid Staff*:

of Recycling Containers:

of Compost Containers*:

Recycling Provider:

Compost Provider *:

Staffing Service*:

of Volunteers*:

of Vendors:

of Trash Containers:

Date of KAB Training:

Total Cost of Recycling Services:

Total Cost of Compost Services*:

Total Cost of Staffing Services*:

TOTAL COST OF ALL SERVICES:

& Size of Trash Dumpster:

& Size of Recycling Dumpster:

& Size of Compost Dumpster*:

Pounds of Trash Collected:

Pounds of Recycling Collected:

Pounds of Compost Collected*:

ARR Use Only
 Amount of Rebate: \$ _____

DIVERSION RATE: $\left[\frac{\text{recycling} + \text{composting}}{\text{recycling} + \text{composting} + \text{trash}} \right] \times 100 =$ %

Post Event Survey:

The results of this survey are essential for the City to evaluate the Event Recycling Rebate program, develop best practices guidance, and consider future city policy initiatives. Please answer each question thoughtfully and thoroughly.

(*item may not be applicable to all events)

1. Is this the first time you have had recycling at your event? Yes No
If not, describe if and how the recycling offered at this event differed from past recycling at events:

2. Is this the first time you have had composting at your event*? Yes No
If not, describe if and how the composting offered at this event differed from past recycling at events:

3. Will you incorporate waste reduction/diversion at future events? Yes No
Please expand on the reasons for your answer to #3:

4. Would you recommend this event recycling program to others? Yes No
Please expand on the reasons for your answer to #4:

5. Did you have signage promoting your green initiatives? Yes No
If so, please describe or attach a sample:

6. How hard was it to introduce recycling at your event?
Please expand on the reasons for your answer to #6:

1 2 3 4 5
1 easy-5 difficult

7. How hard was it to introduce composting at your event*?
Please expand on the reasons for your answer to #7:

1 2 3 4 5
1 easy-5 difficult

8. How did you identify and train volunteers*?

9. Did you offer volunteers an incentive*?
If so, describe:

Yes No

10. Did you advertise recycling in your promotional materials?
If so, describe or attach a sample:

Yes No

11. Describe in detail what you found to be the hardest part of having a green event.

12. Describe in detail what you found to be the easiest part of having a green event.

13. Did you employ event staffing services*? If so, include a short description of the staff's responsibilities:

What advice would you give to other event organizers considering having a green event?

Required Attachments:

- Copy of all itemized invoices or receipts for the event waste management services including; recycling and trash dumpster(s), and compost services and staffing, if applicable.
- Copy of all recycling, trash, and compost (if applicable) weight manifests/tickets from the waste hauler.
- Copy of a completed W9 form.

Additional Terms:

1. If Event Organizer or the event is not in compliance with the Event Recycling Rebate Overview (attached to submitted **Part 1: Event Recycling Rebate Eligibility Form**), the rebate may be forfeited or Event Organizer may be required to refund the rebate to the City.
2. Event Organizer understands that the City is not a party to any contract between Event Organizer and service providers and that the City will not intervene in the event of a dispute.
3. The Event Organizer 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 waste reduction/diversion efforts participating in the Event Recycling Rebate Program.
4. 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 Event Recycling Rebate Rules.

Execution:

I am the authorized representative of the Event Organizer, and agree on behalf of the Event Organizer to the terms in this application and the **Event Recycling Rebate Rules** attached to submitted **Part 1: Event Recycling Rebate Eligibility Form**. The information provided in this application, in answer to the post-event survey questions, and in the attachments is true and correct to the best of my knowledge.

EVENT ORGANIZER

Signature: _____ Date: _____

Printed name and title: _____

Organization Name: _____