



Prince William County  
Solid Waste Division  
5 County Complex Court, Suite 250  
Prince William, Virginia 22192  
p: (703) 792-4670 / f: (703)792-4617



## Recycling at Special Events



The Prince William County Solid Waste Division has the *Clear Stream* recycling containers which are specifically designed for recycling at special events.

These containers are made available to community groups and other non-profit organizations on a first come first served basis to help promote waste reduction and recycling at special events held in Prince William County.

If your group is interested in borrowing these recycling containers, please contact the Solid Waste Division at (703) 792-6804 at least one week prior to your event.

### **Best Practices for Recycling for Special Events:**

- **Always place recycling containers next to trash receptacles.**
- Monitor recycling bins during the event to make sure they are located in the right place and not overflowing. Adjust locations as necessary.
- Recruit volunteers to set up, monitor, and take down recycle bins.
- During announcements remind participants what can be recycled and where.
- Do not include Styrofoam cups, plates, plastic cups and utensils as these items cannot be recycled and should go in the regular trash.
- At end of event, make sure that trash crew knows not to dispose of recycling as it needs to go to the recycling center.

### **Additional Resources for Recycling at Special Events:**

Environmental Protection Agency – The EPA’s “[Recycling on the GO](#)” program includes best practices, case studies, and other information and is a great site for anyone planning recycling at a special event.

Prince William County Solid Waste Division: <http://www.pwcgov.org/recyclerefuse>

***For More Information Please Contact the Prince William County  
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**Event Recycling Container Loan Agreement**

**Instructions:**

Please complete this loan agreement and submit it to the Division at least one week prior to your event. At the end of the event, please complete the attached Post Event Information Report. If you have any questions, please contact the Solid Waste Division at (703) 792-4670.

General Event Information:

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Brief Event Description: \_\_\_\_\_

\_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_ Estimated # of Food Vendors: \_\_\_\_\_

What Do You Plan to Recycle? \_\_\_\_\_

How Will You Recycle?  On-site service provider  Take to Landfill or Balls Ford Rd.

Contact Information:

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Solid Waste Staff Use:** Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

# Bins Requested: \_\_\_\_\_ # Bins Received: \_\_\_\_\_ # Bins Returned: \_\_\_\_\_

Terms & Conditions:

- 1) This agreement is made on \_\_\_\_\_ by and between the Prince William County Solid Waste Division, hereafter referred to as the “Solid Waste Division” and \_\_\_\_\_, hereafter referred to as the “Requesting Organization.”
- 2) The Requesting Organization agrees to comply with these terms and conditions.
- 3) Requesting Organization understands that it is borrowing the Solid Waste Division’s recycling containers, tops, and bags and agrees to replace of any lost, stolen, or damaged equipment. Replacement cost for recycling containers is approximately \$50 per bin.
- 4) Requesting Organization understands that they are responsible for picking up bins prior to the event and returning the bins after the event.
- 5) Requesting Organization agrees to include only acceptable food and beverage containers for recycling: plastic bottles (regardless of the number), aluminum and steel food and beverage cans, and glass bottles and jars. Do not include plastic or paper cups, plates, utensils, trays, yogurt containers, Styrofoam, juice boxes, or paper milk cartons, or other types of containers.
- 6) The Requesting Organization agrees to properly secure recycling bins, lid, and recyclable materials during transport to prevent materials from leaking, spilling, or being blown or hurled from the vehicle while in transit and agrees to clean up any spilled materials as soon as possible.
- 7) Requesting Organization agrees to complete and return the Post Event Information Report.
- 8) Requesting Organization agrees to arrange with an on-site recycling service provider or to recycle materials at the Prince William County Sanitary Landfill (14811 Dumfries Road) or Prince William County Compost Facility (13000 Balls Ford Road).
- 9) Requesting Organization agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents, and all employees and volunteers, from any and all claims for property damage, bodily injuries and personal injuries to the public, including cost of investigation, all reasonable attorneys fees, and the cost of appears arising out of any such claims or suites, because of any and all acts of omission or commission of the Requesting Organization, including its agents, Subcontractors, employees, and volunteers, in connection with using these recycling containers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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### Post Event Information Report

1) Name of Event: \_\_\_\_\_

2) Date(s) of Event: \_\_\_\_\_

3) Actual number of attendees? (if known) \_\_\_\_\_

4) Actual number of bags of recycled? \_\_\_\_\_

5) Location where was recycling taken after the event?  
\_\_\_\_\_

6) Number of tops returned? \_\_\_\_\_

7) Number of metal frames returned? \_\_\_\_\_

8) Number of unused plastic bags returned? \_\_\_\_\_

Issues/Comments:

*Thank you for Helping to Reduce Waste in Prince William County!*