

# City of Martinez Special Event Permit Application



**The City of Martinez must receive this completed application 40 days prior to the start of your event.**

## Special Event Permit

To the Special Event Applicant:

The City of Martinez enjoys many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

The City's intent is to endorse high-quality, first-class events that align with the City's economic, civic, and community development goals, and to better serve and to continuously improve the quality of life for residents of the Martinez Community.

If you have any questions regarding the permitting process, please contact the Director of Community Development at (925) 372-3514.

The following information must be submitted to the City of Martinez, Director of Community Development in order to process your request.

Please fill out the attached application and include all the required information and documentation and return to Recreation for review. Allow 40 days for processing. Please note that if application does not include the appropriate insurance documentation, site plan (including set-up and clean-up details), parking plan, security plan, and emergency plan it will not be accepted. Again, incomplete applications will not be accepted. If your event does not require the above mentioned plans please phone or email the Director of Community Development at (925) 372-3514 or [kmajors@cityofmartinez.org](mailto:kmajors@cityofmartinez.org)

The City maintains various Commissions who also have the authority to grant or deny uses of areas such as parks and the Marina. Your event may be subject to Commission approval as well as approval of the Special Events Permit.

**ALL PERMIT APPLICATIONS WILL BE ACCEPTED BY RECREATION PERSONNEL ONLY. RECREATION IS LOCATED ON THE 2<sup>ND</sup> FLOOR OF CITY HALL** Any application submitted to the Director of Community Development less than 40 days previous to the event may result in application rejection.

The City of Martinez reserves the right to reject any application for an event that it determines to be inappropriate, unsafe or otherwise unsuitable for the community.

Thank you for your interest in our community, and we wish you success with your special event.

**A Special Event Permit shall be required for the following activities:**

- a) An organized formation, parade, procession or assembly that may include people, animals, vehicles or any combination thereof; that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
  
- b) Any organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or other public way owned, controlled, or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.
  
- c) Any outdoor activity of a group of persons on City-owned, controlled, or maintained property such as City parks and open space, where a standard picnic shelter reservation or facilities use permit has not been granted.
  
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
  
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers), if that placement requires a permit from the local fire department or building division.

This includes but is not limited to:

- Parades
- Marathons and fun-runs/walks
- Motorized vehicle races or contests
- Circuses, fairs and rodeos
- Outdoor music concerts, shows and exhibitions
- Other outdoor cultural events and community festivals
- Street fairs
- Public speaker event

**Exceptions to Special Event Permit requirements:**

- (a) Funeral processions by a licensed mortuary.
- (b) Activities conducted by governmental agency acting within the scope of its authority.

- (c) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
- (d) Events conducted by local elementary schools, middle schools, high schools or colleges that are conducted on their own grounds and property, and will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.
- (e) Any religious activities taking place on premises approved and/or regularly used for religious purposes.
- (f) Filmmaking activities for which a filming permit has been requested and granted.
- (g) Community/neighborhood block parties, where a block party permit has been requested and granted.
- (h) Groups of up to 350 people using picnic shelters at city parks where a shelter reservation and facilities use permit has been requested and granted by the Park and Recreation Commission, and the group does not exceed/violate any other noise, facilities use or public safety regulations.
- (i) Standard sporting leagues/tournaments held within a city park or recreation field, and where all necessary facilities use permits and approvals have been requested and granted by the Dept. of Recreation.
- (j) Established assembly/entertainment facilities that have long-term contracts with the City that define the conditions and requirements for conducting ongoing public events.

**Insurance Requirements:**

The City of Martinez requires liability insurance for all special events on City-owned, controlled, or maintained property. Event organizers must meet the following minimum requirements:

- Comprehensive Liability and Property Damage Insurance in the full amount of one million (\$1,000,000) per occurrence, two million (\$2,000,000) aggregate for events that do not include alcohol, fireworks, or other high risk activities including but not limited to competitive sporting events, and two million (\$2,000,000) per occurrence, four million (\$4,000,000) aggregate, combined single limit coverage, for events serving or selling alcohol, or for events involving fireworks or other high risk activities including but not limited to competitive sporting events, the risk to be determined by the City. The City reserves the right to require additional

coverage for any event at its discretion and upon the recommendations of its insurance pool, the Municipal Pooling Authority. Such coverage shall include but not be limited to, protection against claims arising from bodily and personal injury, including death resulting from and damage to property resulting from the use of premises contemplated under this permit, use of owned and non-owned automobiles, products and completed operations. Such insurance shall be with insurers and under forms of policies satisfactory in all respects to City's Council and shall provide that notice must be given to City at least thirty (30) days prior to cancellation or material change.

- Provide a certificate of insurance evidencing General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis. Limit to be determined by City of Martinez Risk Management based upon risk.
- Provide an Additional Insured Endorsement naming the City of Martinez, its officials, officers, agents, employees and volunteers as Additional Insured as respects of operations of the insured. Endorsement page must include name of insured, policy number and policy period.
- Policy must be issued by an insurer assigned an A.M. Best Rating A VII (7) or better
- Provide that policy is primary and non-contributory to any other insurance available to the City
- Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
- Provide other insurance as deemed necessary by City Risk Management and the Municipal Pooling Authority to address the risk associated with the event, i.e. Liquor, Legal, Fireworks, Automobile, Aviation, etc.
- Provide the City with a copy of the waiver, which will indemnify the City against any and all liability claims, to be signed by all event participants. The City reserves the right to check the aforementioned waivers at any time.

**Common Grounds for Denial of Application:**

- Application is submitted less than 40 days prior to scheduled event start date
- Application is found to be incomplete or contain material falsehood or misrepresentation
- Inadequate insurance coverage
- Requested venue has already been reserved on the same date for another event/activity

- Requested venue cannot physically accommodate the proposed event, due to the number of anticipated attendees or size/nature of planned activities
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue
- Event organizer has violated the terms of previous event permits or damaged City property
- Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.)
- Event is in conflict with adopted rules or use of proposed facility.
- Event determined to be inappropriate, unsafe, or unsuitable for the community.

# SPECIAL EVENT PERMIT APPLICATION

## INSTRUCTIONS AND GUIDELINES

### **Appealing Denial of Application:**

- If your special event application is denied, an appeal may be submitted in writing to the City Manager.

### **Timelines:**

- A Special Event Permit Application must be completed at least 40 days before the start date of the event in question
- Late and incomplete applications will not be processed
- The applicant will receive a conditional notice of approval; or notice of denial within 20 working days of submission of special event permit application. Final, full approval is contingent on completion of all outstanding paperwork, including insurance, noted on conditional approval.

### **Submission of Applications:**

Special Event Permit Applications must be submitted at least 40 days prior to the scheduled start date of the event to:

Community Development  
City of Martinez  
525 Henrietta St.  
Martinez, CA 94553  
(925) 372-3514  
Attn: Karen Majors

## Application

Date of application: \_\_\_\_\_

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

- Description of event (*describe in detail on separate attached page*)

Name of Sponsoring Group: \_\_\_\_\_

- Is your organization:  Not-for-profit  Government  For-profit  
 Private

Not-for-profit tax ID # \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

Setup Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Tear down Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

**REQUIRED EMERGENCY CONTACT (please designate people in addition to the event organizer authorized to make decisions in an emergency situation)**

In case of emergency during the event, a person must be available to be contacted during the hours of the event:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Is this an annual event?  Yes  No

*If yes, how many years have you been holding this event?* \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

▪ Will tickets be sold?  Yes  No

*If yes, indicate pricing:* \_\_\_\_\_

▪ Will this event be advertised?  Yes  No

*Details:* \_\_\_\_\_

Event Website: \_\_\_\_\_

▪ Will there be media coverage at the event?  Yes  No

*If yes, please explain.* \_\_\_\_\_

▪ Will signs, banners, or searchlights be utilized as a source of advertisement?

Yes  No

*If yes, please explain.* \_\_\_\_\_

Will alcohol be sold?  Yes  No *If yes, check all that apply:*

Free/host alcohol  Alcohol Sales  Host and sale alcohol  Beer

Wine  Distilled alcohol

**FEATURES OF EVENT**

- Will you be hiring a licensed bartender/caterer to serve the alcoholic beverages?

Yes  No

*If yes, please provide the following:*

Name of Licensed bartender/caterer: \_\_\_\_\_

Alcohol Beverage Control License Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

- Are there entertainment features related to your event?  Yes  No

*If yes, complete the following or provide attachment that lists all bands/performers, type of music, sound check and performance schedule.*

Number of stages \_\_\_\_\_

Number of performers \_\_\_\_\_

Performance name(s) type(s)

- Will sound checks be conducted prior to event?  Yes  No

- Will amplification be used?  Yes  No

If yes, start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Please describe the sound equipment that will be used for the event:

\_\_\_\_\_

- Will generators be used?  Yes  No

If yes, what type: \_\_\_\_\_ How many? \_\_\_\_\_

- Does your event involve any streets, sidewalks, or traffic lanes to be closed?

Yes  No

**Map is required at time of submission of application**

*Street closures will require the permission of the Police and Public Works Department. A map of the proposed street closures must be included with this permit. A copy of a letter of notification to all businesses and residents that will be affected must be included in this permit application. This letter must be sent by the applicant to the affected parties after approval of the Special Events application and two weeks prior to the actual event. A document signed by all businesses and residents affected by the street closures may be required.*

*For street closure applicant will also notify the following (proof of notification and approval is required as part of this application and must be submitted no less than two weeks before the event is held):*

- Contra Costa Fire Department (925) 930-5500
- American Medical Response (888) 650-5486
- Contra Costa County Transit Authority (925) 676-1976
- County Connection (925) 676-1976 ex 222
- Amtrak Train operations (510)714-8388
- Amtrak Bus operations (510) 714-8217

Will your event include food concessions, booths and/or preparation areas?

Yes  No

If yes, Contact the following:

Health Department at (925) 646-5225 a minimum of 30 days prior to event  
Contra Costa Fire Protection District at (925) 941-3300 a minimum of 30 days prior to event.

**SITE PLAN, PREPARATION & CLEAN-UP**

**Please attach your event site plan / route map/ emergency plan with this application**

Outline the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all streets or lane closure. Please include the following on your site plan:

- ◇ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- ◇ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpster
- ◇ The location of first aid facilities and ambulances
- ◇ Location of emergency services/rest area
- ◇ Placement of vehicles and/or trailers
- ◇ Space allotted for parking
- ◇ Identification of all event components that meet accessibility standards i.e.: port-a-potty's, tents, etc.
- ◇ Exit location for OUTDOOR events that are fenced and/or locations within tents and tent structures
- ◇ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- ◇ Generators locations and/or source of electricity
- ◇ Other related event components not listed above
  - Are you planning to provide rest rooms at the event  Yes  No

*If yes, please identify the following:*

Number of port-a-toilets:    Number of ADA accessible restrooms: (10% min)

Portable Toilet Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**On separate attached sheets please include:**

- ◇ Description of event
- ◇ Detailed Parking Plan
- ◇ Event site clean-up plan (Your organization is responsible for cleaning the site and removing all refuse from the area. Failure to do so will result in the reduction or loss of security deposit)
- ◇ Security Plan
- ◇ First Aid/Medical Emergency Plan
- ◇ Detailed Outline of what City services (Police, Public Works) that you would like to have considered for your event
- ◇ Volunteer list
- ◇ Other information

## **Americans with Disabilities Act (ADA) Awareness**

### **DEFINITIONS**

- The term accessible shall mean ADA compliant.

### **GENERAL**

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility a contact name, and the contact's phone number.

- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

## **BARRIERS**

- Concern should be given to elevation changes or more than  $\frac{1}{4}$ " vertical or  $\frac{1}{2}$ " beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

## **PATHS OF TRAVEL**

- An alternate path is required when the public right-of-way is obstructed.
- When an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel is adjacent to potentially hazardous conditions; the path must be protected with a barricade.

## **PARKING**

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

## **SALES OR SERVICE COUNTERS**

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground and the width must be at least 36" wide.

## **ACCESSIBLE ROUTE**

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or ground.

## **SEATING**

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating area must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or ground.

## **PORTABLE TOILETS**

- If portable toilets are provided, they must be located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. This placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

# Hold Harmless Agreement

## HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

\_\_\_\_\_, as a condition of use of City of Martinez facilities on the date of \_\_\_\_\_, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of Martinez, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

\_\_\_\_\_ Will take full responsibility for seeing that use of City facilities are in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.

On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 Midnight, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that will insure, \_\_\_\_\_ and the City of Martinez as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by the City of Martinez as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not in any case be less than \$2,000,000 combined single limit coverage, or \$4,000,000 combined single limit coverage if the event involves alcohol, fireworks, or other high risk activity as determined by the City.

Signature of applicant \_\_\_\_\_

Dated \_\_\_\_\_

***I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.***

Event Title: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Name of Applicant: (please print) \_\_\_\_\_

Organization Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City Review and Approval (FOR CITY USE ONLY)

City Departments will sign-off that their department has been made aware of the request for Special Event Application, and that the responsibilities of their department have been met. The departments may require various steps or conditions concerning but not limited to traffic and parking enforcement, litter control, insurance requirements, and scheduling to avoid conflict with other activities. Only after each department has signed-off will this application process be considered complete.

Name of Applicant: \_\_\_\_\_ Permit Number \_\_\_\_\_

Event Title \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Event Time(s) \_\_\_\_\_

City Police Department	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
Recreation Division	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
City Engineer	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
Public Works	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
Administrative Services	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
City Manager	Date:	Approved	Not Approved	Disapproved (Provide reasons, use additional sheet if necessary)
Conditions: <i>(use separate page if needed)</i>				

## City of Martinez staff use only

- Application conditionally approved pending:
- Insurance documents  Fees/Deposits  other \_\_\_\_\_
- Application fully approved
- Application denied; reason: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Martinez

## Special Event

### Application & Refundable Deposit Fees

#### Commercial (For-profit)

Anticipated Attendance	Refundable Deposit
50,000 and up	\$5,000
20,000-49,000	\$4,000
10,000-19,000	\$3,000
2,000-9,999	\$2,000
250-1,999	\$1,000

#### Non-Commercial (Not-For-profit)

Anticipated Attendance	Refundable Deposit
50,000 and up	\$5,000
20,000-49,000	\$4,000
10,000-19,000	\$3,000
2,000-9,999	\$2,000
250-1,999	\$1,000

**For all approved events, City of Martinez will provide:**

- No parking signs and zip ties for approved street closure.
- Barricades will be placed near intersection according to City Traffic Plan
- Set out City garbage cans and recycle containers when appropriate

**Event Promoter Responsibilities:**

- Fill out and post no-parking signs for approved street closure, 24 hours in advance of event.
- Place barricades at appropriate intersections according to City traffic plan map.
- Place local waste company garbage cans when used in appropriate locations.
- Set up of event including but not limited to, banners, tents, tables, chairs, etc.
- Clean event site of garbage, signs, balloons, etc.
- Take down of barricades at end of event to open street to through traffic and place near intersection.
- Remove all no-parking signs from meters

# City of Martinez

## Large Event & Venue Recycling Plan

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

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

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated # Visitors/Day: \_\_\_\_\_

Estimated # of workers/Day \_\_\_\_\_ Estimated # of volunteers/Day \_\_\_\_\_

### Recycling at Large Events and Large Venues?

Large events and large venues (over 2,000 attendees/day) produce significant amounts of waste which may include food, beverage containers, cardboard, mixed paper, and other recyclable materials. State law and the City's Large Event/Venue Ordinance require a minimum 50% reduction and diversion of waste from landfills. This Plan requires waste reduction and recycling collection at events and venues with two thousand or more visitors, workers, volunteers and/or participants per day. **THIS IS THE PLAN THAT APPLIES TO THE EVENT OR VENUE SPECIFIED ABOVE. ALONG WITH STATE LAW AND CITY ORDINANCE, YOU ARE REQUIRED TO COMPLY WITH THIS PLAN'S TERMS AND CONDITIONS.**

### Steps to Recycle at a Large Event or Large Venue:

**Step 1 – Determine what waste will be recyclable.** Consider potential recyclables produced by event participants and vendors. Estimate the amounts to be collected based on prior events or best guess (provide estimate in "gallons"-to help you estimate, a household garbage can is normally 30 gallons). Use the blank form provided on this plan to record estimates. Potential recyclables include:

- Glass Bottles/Containers
- Plastic Bottles/Containers (#1-#7)
- Metal Cans & foil
- Cardboard
- Mixed Paper
- Newspaper/Magazines

**Step 2 – Determine How to Collect Recyclables.** Once the recyclables and potential quantities have been identified, determine the best method for collection. For larger events, the City may elect to deploy recycling containers along with refuse containers. Contact the City's Public Works at 925-372-3580 to determine city plans. If the City is not planning to deploy recycling containers, your organization will be responsible to do so and may obtain recycling containers from the City. Contact the City's Public Works at 925-372-3580 to request recycling containers.

**Step 3 – Identify how materials will be transferred to a recycling service.** Identify a recycling service that will accept or collect the recyclables from your event or venue. The City will provide you with the "**Contra Costa County Recycling Guide**" that lists recycling services, centers, and drop-offs, by material type. In many cases, Allied Waste Services, the City's franchised recycling service, can collect your recyclables. For assistance regarding transfer/disposal of collected recyclables, contact the City's Recycling Coordinator at 925-372-3531, or Allied Waste Services at 925-671-5806.

**Step 4 – Promote recycling at the event or venue.** You are required to make every effort to promote recycling and make it visible at your event or venue in one or more of the following ways:

- ***Include event recycling opportunities in event programs/fliers***
- ***Require that vendors and support staff participate in recycling***
- ***Place recycling containers next to refuse cans***
- ***Make signs and banners announcing recycling opportunities***
- ***Make Public Service Announcements (PSAs) promoting recycling***

**Step 5 – Record the amount of recyclables collected at your event or venue.** You are required to record the number of bags or recycling containers, by material type. You may estimate for partially filled bags or containers (e.g. 8½ bags) but make your estimate as accurate as possible. You must specify the bag or container size (normally 13, 20, 32 or 64 gallon capacities).

**Step 6 – Return containers and turn in your completed Recycling Plan.** When the event is completed return all recycling containers to Public Works to receive your deposit refund. Make sure that all collected recyclables are collected by your selected recycling service or taken to a recycling center. Return this completed form to the City’s Recycling Coordinator. If you received a weight slip(s) at the recycling disposal site, please attach them to this form.

**Record of Collected Recyclables**

Recyclable Type	Estimate of Amount (in gallons) (Prior to Event)	Method of Reuse or Recycling (e.g. How reused or identity of Recycling Collector, Recycling Center used)	# of Bags/ Containers Collected (after event)	Bag/Container Capacity (in gallons)

\* Add additional materials on the rear side of the plan – attach corresponding disposal weight slips.

Specify which Recycling Service, Recycling Center or Drop-Off was used: \_\_\_\_\_

I certify that the information provided in this Plan is accurate and that the requirements of this Plan have been fully and timely satisfied:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_