

# 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 Recreation Department (925) 372-3547.

The following information must be submitted to the City of Martinez.

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 Recreation Department at (925) 372-3547 or [bpatchin@cityofmartinez.org](mailto:bpatchin@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 with coverage at least as broad as that provided on a **CG 20 12 series form** naming the City of Martinez, its officials, officers, agents, employees and volunteers as Additional Insured as respects 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) 372-3547  
Attn: B. Patchin

## 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: \_\_\_\_\_

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) 957-5400 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 ¼" vertical or ½" 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 – LARGE EVENT RESERVATION FEES

The fees below shall be charged for large group planned activities (with noted exceptions) subject to the Special Event Permit process and are in addition to any facility rental fees and deposits included elsewhere in this fee schedule.

### Non-Alcohol Events

Number of Attendees/Day	Security Deposit (refundable)	Martinez Fee Resident & Non-profit Org	Non-Martinez Fee Individual & Non-profit Org.	Corporate Fee (Local & Non-Martinez)
1,000 – 2,499	\$250	\$250	\$750	\$1,000
2,500 – 4,999	\$500	\$625	\$1,875	\$2,500
5,000 and up	\$1,000	\$1,250	\$3,750	\$5,000

### Alcohol Events

Number of Attendees/Day	Security Deposit (refundable)	Martinez Fee Resident & Non-profit Org	Non-Martinez Fee Individual & Non-profit Org.	Corporate Fee (Local & Non-Martinez)
1,000 – 2,499	\$750	\$250	\$750	\$1,000
2,500 – 4,999	\$1,000	\$625	\$1,875	\$2,500
5,000 and up	\$1,500	\$1,250	\$3,750	\$5,000

### **City Personnel Call-out/Reservation Rates:**

Reserve Police Officer: \$25/hour (minimum 2-4 hours depending on event)

General Laborer: \$41/hour

Maintenance Leadworker: \$51/hour

Maintenance Worker I: \$44/hour

Maintenance Supervisor: \$54/hour

Maintenance Worker II: \$47/hour

### **Additional Fees:**

Large Event Turf Rehab Fee: \$500/event (for large events held at parks or lawn areas)

### **Notes:**

- 1) All use of City Reserve Police Officers will be paid at the current rate as specified on this page and taken from the Security Deposit.
- 2) Call outs of, or reservations for, City maintenance personnel in support of events may be allowed at the City's discretion. Reimbursement for such call outs will be paid at the current labor rate(s) listed on this page, and taken from the Security Deposit.
- 3) City will supply event holder a reconciliation of costs to be charged against the Security Deposit within approximately 2 weeks of the event's completion, and the amount of refund due the event holder or additional amount owed the City.
- 4) Events sponsored or co-sponsored by the City; the Martinez Unified School District; the Mount Diablo Unified School District; or the City's partner non-profit economic development organizations Chamber of Commerce and Main Street Martinez, are exempt from fees and deposits set forth above, with the exception of costs for Reserve Police Officer reservations, which will be due upon receipt of City invoice.
- 5) Parades, rallies, strikes, marches, picketing, and demonstrations or other similar expressive free speech events or activities are exempt from fees and deposits set forth above.

**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



1. Introduction
2. Event Recycling Timelines
3. Recycling Services, Volunteers and Resources
4. Promote Recycling for a Successful Event
5. Reduce, Reuse, and Recycle
- 6-7. Vendor Compliance and Contract Language
8. Part I: Event Recycling Outline
9. Part II: Post Event Worksheet

## Martinez Hosts Many Community Events Each Year

California State Law AB 939 mandates a minimum 50% reduction and diversion of waste from landfills by each jurisdiction. AB 2176 and City of Martinez Ordinance 1343 require that recycling be available and convenient to the attendees of large venues and events attracting 2,000 or more individuals per day. It also requires promoting and planning for recycling at those locations during design and operation. By recycling at your event, you will save valuable landfill space and assist the City in achieving its annual diversion goals.

Members of the community often come together to enjoy local events, but in the process generate a large amount of waste, much of it recyclable. This guide provides you, the event organizer, with a guide for planning a successful recycling program for your unique event.

### Why Conserve Resources?

In Martinez, recyclables are collected and hauled at a reduced cost compared to garbage rates. Recycling at your event can actually save money!

Minimizing waste improves efficiency at any event. The more waste an event generates, the more money, time and resources must be devoted to collecting and transporting the materials. Reducing waste from the beginning will allow more time and resources for other projects.

### Benefits of reducing waste at community events:

- Increasing environmental awareness
- Complying with California State Law AB 2176 and City Ordinance 1343
- Meeting community expectations
- Diverting recyclables from local landfills
- Making events marketable to sponsors and vendors
- Reducing greenhouse gasses

# Suggested Event Recycling Timelines

If almost everything on this timeline is checked off by the time your event date comes, a successful recycling program has been achieved!

## One Year Prior to Event

- Identify recycling and 'greening' goals
- Determine what materials will be generated at the event and what can be recycled
- Determine who generates the most waste (suppliers, staff, vendors, attendees, etc.)
- Identify education and outreach opportunities
- Identify a Recycling Coordinator: \_\_\_\_\_
- Research service providers for garbage and recycling

## Six Months Prior to Event

- Decide which materials will be source separated vs. co-mingled
- Meet with event vendors to discuss recycling and waste prevention goals and opportunities
- Determine methods to reduce packaging materials
- Design recycling stations and map out recycling container locations. Place recycling containers next to ALL refuse containers
- Organize education and outreach components (information about recycling in event program, vendor packets, press release, signage, etc.)
- Schedule volunteers to assist with recycling efforts

## Two Months Prior to Event

- Create recycling promotions and strategies
- Identify volunteer roles and job duties
- Publicize event 'greening' through displays, promotions and media
- Train staff and volunteers on recycling procedures
- Create a large, centralized diagram of recycling areas for vendors
- Include recycling procedures in vendor packets
- Contact and schedule recycling/garbage service provider

## Week Prior to Event

- Confirm equipment and outreach delivery
- Confirm service provider/recycler schedule
- Confirm recycling volunteer schedules
- Create signage for recycling containers if not provided by service provider

## Day Before Event

- Train staff/refresher course
- Distribute recycling procedure information to vendors
- Strategically place recycling containers next to ALL refuse containers. Remember to make recycling easy and accessible to vendors and attendees

## Day of Event

- Station staff or volunteers at recycling locations and make sure all vendors, volunteers and staff know recycling procedures
- Empty all containers when needed
- Publicize recycling throughout the day with stage announcements
- Have staff or volunteers check on vendor booths regularly, pick up recyclables, educate vendors about recycling procedures, and assist vendors when needed

## After Event

- Complete Part II of this packet and return to the City of Martinez Public Works Department office
- Collect recycling containers from event grounds and return to service provider
- Collect weight tickets from haulers or landfills
- Review what recycling procedures did and did not work
- Make notes and write up recommendations for next event
- Evaluate recycling results
- Publicize results
- Recognize and thank all vendors, staff and attendees who assisted with recycling efforts

# Recycling Services, Volunteers and Resources

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## Resources

Contra Costa County Recycling Guide (electronic file on CD)  
[www.co.contra-costa.ca.us/depart/cd/recycle/Guide.pdf](http://www.co.contra-costa.ca.us/depart/cd/recycle/Guide.pdf)  
Recycling services by material type and location

City of Martinez  
[www.cityofmartinez.org/services/recycling/default.asp](http://www.cityofmartinez.org/services/recycling/default.asp)  
City recycling information and resources

Household Hazardous Waste Facility  
[www.centrialsan.org](http://www.centrialsan.org)  
(800) 646-1431  
Hazardous waste collection  
4797 Imhoff Place  
Martinez CA 94553

Timbre International  
(209) 983-8393  
Styrofoam recycling

## Volunteer Opportunities

Volunteer Match  
[www.volunteermatch.org](http://www.volunteermatch.org)

Volunteer Center of the East Bay  
(925) 472-5760

City Lights Volunteers  
(925) 973-3222

## Recycling Services

Allied Waste Services  
[www.awsgcc.com](http://www.awsgcc.com)  
(925) 671-5806  
Garbage and recycling services



**Recycling Container**

## Promote Recycling for a Successful Event

The more recycling is announced and promoted, the more successful the event will be. Since so much effort and resources are being utilized to reduce waste and green the event, those efforts should be publicized:

- Include event recycling information in all programs and brochures
- Require that your vendors participate in recycling
- Make a clear distinction between recycling containers and stations and garbage containers with simple, to-the-point signs
- Make several public service announcements on stage directing attendees to recycle - make recycling a requirement for stage crew
- Implement fun activities to encourage recycling

## Recruit and Train Volunteers

Recruit as many volunteers as possible. The number of volunteers needed depends on the space and hours of the event.

Middle school students to adults are great recycling volunteers. Make sure volunteers understand the purpose of what they are trying to accomplish.

**Your recycling volunteers should stand out. They should wear bright shirts, neon vests, or something with 'RECYCLE' prominently marked. This will clearly identify workers and demonstrate that your event is committed to reducing waste.**

### Volunteer Opportunities and Responsibilities

**Recycling Station:** One volunteer per planned recycling station. Directing where garbage goes, and where recyclables go. Separating any contaminated materials.

**Walking the Grounds:** This will depend on the size of your event. In general, there should always be 2-3+ volunteers walking the grounds, checking the recycling containers, collecting recyclable materials at booths, and monitoring the program.

### **Recycling Coordinator:**

- Recruit and train volunteers
- Create recycling signs
- Work with vendors and exhibitors before, during and after event
- Monitor recycling stations periodically
- Sort containers for contamination
- Communicate recycling information during the event
- Transfer recyclables from containers to collection points when needed
- Track and record recycling success at the event

# Reduce, Reuse and Recycle

## Reduce

You can help conserve resources and energy by eliminating some waste materials at the beginning.

- Try to send all memos, forms, letters, etc., electronically rather than by mail or fax.
- Reduce packaging.
- Purchase in bulk and only buy what's needed.
- Use washable rags and towels instead of single use napkins and towels.
- Post large, centralized, easy to read event boards and signs rather than distributing individual programs and pamphlets.
- Request that vendors use reusable bags and containers.
- Request that vendors do not bring styrofoam; it can't be recycled in the current waste stream.
- Serve condiments in bulk rather than in single servings.
- Use napkins instead of disposable plates for 'finger foods.'

## Reuse

Reuse can reduce a large amount of waste going to local landfills. Products can be more useful than you think, and reusing some of them can save money!

- Reuse packaging materials at other events.
- Donate flower arrangements to local shelters, schools and hospitals.
- Use the blank side of printed documents for scratch paper.
- Cut up unusable or unwanted shirts for cleaning cloths.
- Reuse tables, chairs, canopies, and all set-up materials each year.
- Use reusable cups and glasses for beverages.
- Laminate your recycling signs so they can be reused at other events.

## Recycle

Instead of taking recyclable materials to the landfill, collect as much as possible at the event.

- Require vendors to flatten and recycle all cardboard boxes - these take up a large amount of dumpster space, and if recycled will save you money.
- Recycle beverage and food containers, and steel cans if possible.
- If your event is collecting food waste, be sure this waste is being collected properly and taken to a composting facility.
- Purchase products for use at the event with recycled content.
- Require vendors to recycle all plastics, paper, and glass.
- Place recycling containers next to **all** refuse containers for easy access.

**Go a step beyond to make your event fun for attendees and even more green:** Create 'specials' like, 'bring your own water bottle to receive a discount at food and beverage booths.' - This will eliminate some of the need for plastic cups and other materials.

## Event Stakeholders Include:

- 1. Vendors:** Concession staff, food and beverage vendors.
- 2. Attendees:** Local community members and those who come from afar to take part in the event.
- 3. Volunteers:** Non-profit organizations and involved citizens.
- 4. Property Owners:** Public/private property owners, venues, and schools.
- 5. Sponsors:** Public or private organizations hosting the event and/or donating funds.
- 6. Staff:** Planning, permit, marketing, and recycling employees who may need to monitor or report on special events.
- 7. Contractors:** Services, equipment rentals, utility providers, and/or some staff.

# Vendor Compliance and Contract Language

Vendors at community events are eager to keep up with current trends and environmental responsibilities. Their booth will be more marketable to event attendees if they can provide green products and follow recycling procedures. The following examples can be used in vendor agreements, packets, memos, letters and permits to encourage recycling strategies. By stating your expectations early, vendors can plan their activities and purchasing to meet your waste reduction guidelines.

## Waste Disposal Guidelines

Recycling can only be successful at an event if each vendor participates. Staff from each booth need to be educated on event recycling layout and procedures . You will need to decide if vendors will be placing their recyclable materials behind their booth for collection, or if they will need to take those materials to the recycling stations themselves.

### Material Preparation:

- Cardboard: flatten and stack
- Cans: Collect in recycling container or flatten
- Mixed Paper: Collect and bag
- Plastic Bottles: Flatten
- Juice Boxes: Flatten
- Plastic Bags - Ask that vendors use only recyclable paper bags. Inform vendors that plastic bags are not good for the environment and they are very light weight, causing them to float around the event grounds if lost making them very difficult to collect.

### Materials to Avoid:

- Polystyrene: In Martinez, polystyrene is not recyclable and should be avoided when possible. Polystyrene is labeled as #6. Remind vendors and staff that some materials made from Polystyrene look much like other plastics.
- Compostable and Bio-Plastics: Although compostable utensils and plates seem like a great, green idea, they are not readily compostable in Contra Costa County using current recycling technology and facilities. These materials will end up in the garbage, and will be a waste of money for your vendors. Educate your vendors about these materials .
- The following article (borrowed with permission) from the Central Contra Costa Solid Waste Authority Diversions newsletter can be distributed to your vendors:

## NOT RECYCLABLE OR COMPOSTABLE

### “Bio-Plastics”:

## The Pluses and Minuses

You’ve probably seen, and maybe even used them: disposable plastic cups, utensils and food containers that are marketed as “bio-degradable” or “compostable.”

Although they’re made from plants (usually corn), so-called bio-plastic containers look just like their petroleum-based cousins. This is where things get tricky: Clear plastic food or beverage containers and utensils that are made using “PET” plastic (labeled with a #1 and made from polyethylene) are recyclable. However, clear bio-plastic products cannot be recycled the same way. In fact, if bio-plastics end up in your curbside recycling cart, it’s difficult and expensive to separate them from their #1 look-alikes, using current processing technology.

Contrary to claims, bio-plastics don’t appear to be readily compostable using current compost technology either. When tossed into your green cart, they are collected and transported to a regional composting facility, along with your yard trimmings and other organics. However, because bio-plastics take longer to break down, they will most likely need to be removed from conventional organics that have already turned into crumbly compost.

Bio-plastics manufacturers understand these issues and are working to address them by improving bio-plastic composting ability and setting up separate recycling processes. However, until bio-plastics are easily and economically recycled—or are truly biodegradable through composting—our haulers’ ability to accept them in local recycling programs is very limited. Unless you have access to recycling collection specifically designed for bio-plastics, please consider other alternatives.

## **Sample Letter for Concessionaires or Vendors**

Dear [Concessionaire or Vendor Title]:

The [Name of location or event] is implementing a waste reduction and recycling program. Events at our venue generate a great deal of waste and recyclable materials. This year, we are committed to diverting as much of these materials as possible from the waste stream. To help conserve natural resources and protect the environment, we are requiring all booths to participate in our waste reduction and recycling program.

Please review the following information about our recycling program procedures:

[Give details of the recycling program here, including which materials will be recycled, where bins will be located and how and when the materials will be collected. Be sure to distinguish between your responsibilities and the vendor's.]

Eliminating waste materials before the event even starts will save your booth time and money. Waste reduction is an important part of our new program. We ask that you:

- Look for opportunities to reduce packaging materials
- This event does not permit the use of polystyrene
- Avoid the use of plastic bags; use recyclable paper bags instead
- Increase the amount of recycled content in products and packaging when possible

We will be making every effort to educate guests about our recycling program. In addition, it is important that your employees are aware of our event's waste reduction and recycling program and how it will operate. We ask that you please educate your staff about the recycling policies and procedures.

For more information, or if you have any questions or concerns, please contact the Recycling Coordinator, [Name], at [Phone and/or e-mail]. We look forward to working with you to accomplish our waste reduction goals!

Sincerely,

[Your name here]

# Part I: Event Recycling Outline

**Before your event:** Document the following information and return completed outline to:

1. Mike Chandler  
City of Martinez  
525 Henrieta Street  
Martinez, CA 94553  
(925) 372-3517
2. Attach completed outline to your event permit application and return to the address above.

Contact Name	: _____
Phone Number	: (        ) _____ Email: _____
Name of Event	: _____
Location of Event	: _____
Number of Participants (attendees, vendors, staff, volunteers):	_____

What company (s) will provide your recycling services (containers, pick-up, disposal)?	
How many recycling containers will you have on site throughout the event? What are the sizes?	*Remember to record the number of bags of recyclable material collected at the event. This information is a requirement of Part II*
How many recycling volunteers have you recruited?	
List three recyclable materials your event will collect:	
Describe recycling strategies you have implemented for your event.	

# Part II: Post Event Worksheet

**After your event:** Recycling strategies and outcomes should be discussed. Complete the following worksheet and return to:

Mike Chandler  
 City of Martinez  
 525 Henrietta Street  
 Martinez, CA 94553

- Make sure all recyclables have been collected by your selected service provider and have been hauled to the correct destination. Recyclables should not be left on the event grounds.
- If you received any weight slips at the recycling disposal site or from your service provider, attach them to this worksheet.

Contact Name	:	_____
Phone Number	:(      )	_____ Email: _____
Name of Event	:	_____

What did your recycling volunteers do throughout the event?									
What recycling strategies worked well?									
What will you do differently to improve recycling at your next event?									
Describe any difficulties you encountered or questions you need answered about recycling:									
How much garbage did you throw away? (please answer in pounds or tons)									
What types of material did you recycle? (check where appropriate)	<table> <tr> <td>_____ Cardboard</td> <td>How much?</td> </tr> <tr> <td>_____ Beverage Containers</td> <td>Number of full 30 gallon bags?</td> </tr> <tr> <td>_____ Paper</td> <td>Number of full 30 gallon bags?</td> </tr> <tr> <td>_____ Food</td> <td>Number of full 30 gallon bags?</td> </tr> </table>	_____ Cardboard	How much?	_____ Beverage Containers	Number of full 30 gallon bags?	_____ Paper	Number of full 30 gallon bags?	_____ Food	Number of full 30 gallon bags?
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