



camden council



Hiring Event Waste and Recycling Bins

Any event where there is a gathering of people greater than the normal number using the venue will require a waste management system.

Council can provide garbage and/or recycling bins for events at a cost*. All events should have a recycling facility available. *The fee is listed in Council's Fees and Charges

Recycling facilities must never consist of recycling bins on their own, rather recycling stations are the preferred option. These consist of a recycling bin with a garbage bin in either side, all covered with a neat bin cap, and labelled with standard signage stickers (see below photo).



Recycling Station - Recycling facilities should be provided at all events.

Recycling station bin caps and stickers are available free of charge from Council when bins are ordered.

Requests for bins must be made a minimum of 4 weeks in advance, and in order to assist in the Waste Management at your event, Council requires the following information:

- Date and time of event
- Contact person and contact details
- Number of garbage bins required
- Number of recycling bins required
- Number of 'bin caps' required (= number of recycling bins)
- A description of the bin drop off point
- A description of the bin pick up point
- Payment for the cost of the bins (which includes waste disposal charges)

A checklist of each of these requirements is provided below, with handy hints and further detail in the boxes.

Waste Management

The following information is required a minimum of four (4) weeks prior to the event

Date of Event _____

Time _____

Name of Organisation and/or Applicant _____

Event Location _____

Mailing Address _____

Contact Number _____

Bins Required

- Total number of bins required (minimum 10) _____
- Number of recycling station bin caps (minimum 1) _____

The number of bins will vary depending on the size, location, duration and type of event.

The number of locations of bin/recycling stations that is required can be determined using an event site map and the following principles:

- Bins/bin stations should be evenly distributed around the site.
- Research shows people are generally unwilling to walk more than 12metres to a bin.
- Bins should be placed at greater density where food and drinks are sold, where food is likely to be consumed, and in high traffic areas.

The number of individual bins ordered should take into account:

- The number of recycling stations required (one location = 3 bins)
- Full bins may need to be swapped over and stored during the event.
- The duration, type and crowd size of your event.

Recycling facilities should be made available at every event. A recycling bin must never be positioned alone, but should be in a recycling station.

A recycling station includes: one recycling bin with a garbage bin on both sides, and a neat bin cap with standard signage. Bin caps are available from Council free of charge with recycling bins.

Description of bin delivery point _____

Description of pick up point (if different to the delivery point) _____

The standard service provided by the Waste Management Unit is to deliver and collect bins on a weekday to a pre-determined location.

- Variations to this service may be considered by Council in special circumstances. A request must be made in writing to Council, with an outline of the proposed variation for consideration. The written request must be made with a minimum of four weeks notice.
- Once delivered the bins become the responsibility of the event organiser. Any lost/damaged bins will be charged to the event organiser at cost.

Method of payment (eg Credit Card) for the total number of bins (minimum 10) - please circle

VISA

MASTERCARD

BANK CARD

EFTPOS

Payment can be made at Council's Customer Service Centres:

- 37 John Street, Camden and
- 19 Queen Street, Narellan



Steps for Success

Follow these guidelines* for a successful event with minimal litter and maximum resource recovery. A bin placement plan or map based on these steps can be a valuable tool for managing waste at your event.

Never position a recycling bin on its own

The recycling bin should always be positioned next to a garbage bin to give people an option for waste disposal.

- The best way to achieve this is by using a bin cap and following the three bin system (garbage, recycling and garbage – as pictured above).

Locate bins/bin stations

- Near entrances and exits
- Near tables or where food is consumed, not necessarily purchased
- Walkways and high traffic areas
- Near toilets or other utilities
- Car parks

Do not place bins/bin stations too far apart

Research indicates people will only use a conveniently located bin, and will not walk more than 12 meters to dispose of their litter in a public place.

- Position bins 12 meters apart or less

After Dark

The contamination levels in a recycling bin increase greatly when people are not able to see the signage on the bins.

- Place bins in a well-lit area and/or
- Bring in recycling bins once it gets dark.
- Remove bin caps when recycling bins are removed

Add bin placement to your site map

Based on these guidelines a map should be developed that shows where the bins will be positioned. While there will still be need for flexibility, this will ensure litter is minimised and recycling is maximised at your event. It will also provide an easy reference when planning your event for next year, and may assist you in making improvements to your system.

Optional Extras - Bin Monitors

The best results for recycling are often achieved if there is a person stationed next to bins assisting people to use them correctly. If you have volunteers at your event this can be a very worthwhile activity. The Waste Management Unit may be able to assist with training for volunteers.

**Better Practice Guide for Public Place Recycling, Department of Environment and Climate Change (2003). Read the entire document at <http://www.resource.nsw.gov.au/data/PPR%20guidelines.pdf>*