



SPECIAL EVENT SERVICES

Special events generate a significant amount of waste within a short timeframe. Visalia's Solid Waste Division has designed a program to effectively implement trash and recycling services at your event. The **Visalia Solid Waste Division is the exclusive refuse service provider for the City of Visalia** and provides trash removal, recycling and food waste compost services for special events.

As an event organizer you are responsible to ensure proper disposal of all trash and recyclables generated throughout your event. The 5 steps below will help with organizing your solid waste service needs at your next special event.

5 STEPS TO PLAN AHEAD

1. Check with the facility where your event is scheduled to be held to verify if existing trash and recycling services are available and adequate. If you need special or additional refuse service, or would like assistance selecting the appropriate recycling and trash containers for your event, please contact the city of Visalia's Solid Waste Special Event Coordinator (Rene Flores) at 713-4296.
2. After the number of bins needed for your event has been established complete the attached special event application and return it to the Special Event Coordinator 2 weeks prior to your scheduled event.
3. Think about the location of the containers and who will be using them (public or staff) so that you can place them appropriately. There is a variety of equipment available including carts, bins, and/or clear stream containers for your event.
4. Advanced notification to vendors and/or caterers is important. Instructions about trash, recycling and compost collection services should be included in your written event communications.
5. Identify who will monitor and empty recycling, trash and compost containers during your event. This is a big part of planning your event and should not be done that day. Visalia staff will pick up and empty your containers after your event is done, and can arrange for collection services during the event if needed.
6. Visalia encourages recycling at all special events and provides 96 gallon waste and recycling containers. It is recommended that both a refuse container and recycling container be placed next to each other at each designated collection spot.

www.GoGreenVisalia.com



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STEPS TO ORDER AND COORDINATE REFUSE SERVICE AT YOUR EVENT

1. Using the form provided, determine how many containers and the date(s) of service that are needed, and the cost for the services at your event.

SPECIAL EVENT CAN SERVICE FEES

DELIVERY FEES: Charge one delivery fee (currently \$26.95) for 10 or less 90 gallon containers.

EMPTY FEE: \$9.20 per container per empty and disposal of waste.

CLEANING FEE: \$1.80 per container to clean and restock.

EXAMPLE: For 4–90 gallon cans (2 trash & 2 recycle) the fee would be \$70.95

Calculation: \$26.95 for delivery, plus \$36.80 for truck to empty all 4 cans, \$7.20 for cleaning and restocking the 4 cans.

2. Fill out the form completely, sign and mail or turn in to the Solid Waste Administrative offices along with payment deposit to:

City of Visalia Solid Waste Division
ATTN: SPECIAL EVENT COORDINATOR
707 W. Acequia Ave.
Visalia, CA 93291

3. When the application form and payment is received, the delivery will be scheduled and you will receive a phone call or email confirmation of the order, and the Special Events Committee will be notified so your event permit can be issued. If there are any discrepancies or problems with providing the service requested, the Solid Waste Special Event Coordinator will contact you.
4. Complete and return the Special Event Application to the Special Event Coordinator no later than 2 weeks prior to your scheduled event. **Your special event permit will not be issued until appropriate refuse/recycling services are scheduled or identified.**

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SPECIAL EVENT REFUSE / RECYCLE APPLICATION

Please fill out this form legibly and completely. Return with deposit check made payable to:

ATTN: Solid Waste Special Event Coordinator

City of Visalia Solid Waste Division

707 W. Acequia Ave.

Visalia, Ca. 93291

Your reservation will be confirmed via phone and/or e-mail.

1. The number of recycling containers at special events should be equal to the number of trash containers.
2. Recycling and trash containers must be placed next to each other.
3. The event's coordinator must ensure that all recyclable materials are delivered to a recycling facility, and not a landfill.
4. In the event that a Special Event can is lost, stolen or damaged during your event a fee of \$58 will be added per can.

Event Name & Location: _____ / _____ Event Date: _____

Organization: _____

Estimated Attendance: _____ Delivery Date/Time: _____ Pickup Date/Time: _____

Mid Day Pick Up Time: _____ # of Cans requested: TRASH: _____ RECYCLE _____

Person responsible for refuse service payment: _____
Print

Billing Address: _____

Phone: Evening _____ Daytime: _____ Cell: _____ Email: _____

Additional Information: _____

Signature

Date



CLEAR STREAM APPLICATION

Special events can generate a significant amount of waste and recyclable materials within a short timeframe. Visalia's Solid Waste Division has a program available to allow an event to capture its own recycling and composting material and turn them in for recycling revenue or composting. Visalia offers the use of Clear Stream recycling bins to community groups, nonprofit organizations, businesses and citizens who plan to collect recyclables and food waste generated at events held within Visalia's city limits. The requirements to use these containers are:

1. Containers (with one bag per container provided) are checked out, picked up, brought back and checked in by event personnel at the Solid Waste building at 309 N. Cain Street.
2. Event is responsible for the containers while in their possession and will be required to pay for replacements if any containers are lost, stolen, or damaged through negligence.
3. All material is collected and appropriately disposed of by event personnel, either at an approved recycling facility or in an approved on-site bin or box.

Complete and submit the application below along with the Special Event Refuse/Recycle Application if you wish to use clear stream containers at your event. Call (559) 713-4296 to discuss any questions or concerns you may have.

Event Name & Location: _____ / _____ Event Date: _____

Organization: _____

Estimated Attendance: _____

of RECYCLE Clear Stream bins requested: _____ # of COMPOST Clear Stream bins requested: _____

Disposal facility or site to be used for Recyclables: _____

Disposal facility or site to be used for compostable: _____

Person responsible for Clear Stream bins: _____

Print

Phone: Evening _____ Daytime: _____ Cell: _____ Email: _____

Additional Information: _____

Responsible party Signature _____ Date _____