

BURLINGTON COUNTY EVENT RECYCLING BIN LOAN PROGRAM

Rules of use Agreement:

1. FRAMES, LIDS, AND BAGS must be picked up from the Department of Solid Waste at the Rutgers Eco Complex, 1200 Florence-Columbus Road, Bordentown, NJ 08050, by your staff, and stored in a secure location. You will have to set them up on the day of your event. Set-up is very easy.
2. You will be charged \$60.00 for any containers not returned.
3. It is your responsibility to arrange for the transport of collected recyclables to the site where the recycling collection agency (OTC) will pick them up for recycling. This site must be agreed upon with the County Office of Solid Waste.
4. Each "Eco-Station" at your event must include a recycling bin placed next to a trash can. ONLY clear bags may be used on the recycling bins, in order to minimize contamination of recyclable materials.
5. Signs (provided by the County), with recycling reminders and guidelines, must be posted at every vendor stand that sells drinks in recyclable containers.
6. The following items can be recycled in the event recycling container:

Plastic Bottles	Aluminum Cans
Tin Cans	Glass Bottles
7. Your event staff or volunteers must service the containers during the event. Once the bags are full, your staff will have to remove and tie the bags, and place a new bag on the rack. Directions for securing the bags to the frames are written on the lids.
8. Filled bags must be placed at the site determined by the County.
9. You need to monitor the use of the containers by the participants at your event. Bags must be free of paper, cups, and garbage. Only emptied glass bottles, plastic bottles, and tin or aluminum cans are to be placed in them.
10. At close of event all containers and lids need to be:
 - Dismantled
 - **Cleaned** – all lids and racks must be free of residue.
 - Stored in a secure location until returned to the County.
11. At end of event report back to Burlington County, either via email or fax, the following information:
 - # of bags filled
 - Attendance at event
 - Any issues with containers

**To set-up a recycling program at your event,
please return the *Application* to the Burlington County Department of Solid Waste**

Please call 609-499-1001, if you have any questions.

Burlington County Event Recycling Bin Loan Program Application

(Please PRINT all information except signature.)

_____ number of recycling bins requested (This must be equal to the number of *Eco-Stations* you plan to h
Eco-Stations = 1 recycling bin placed next to 1 trash container)

NOTE: It is your responsibility to coordinate the pick up and return dates, with the Department of Solid

_____ approximate number of vendor booths selling drinks in bottles and cans

(Signs reminding attendees to recycle, to be posted at each booth, will be provided by the County.)

_____ Site where recyclables will be taken for pick up by Occ
Training Center (OTC), the recycling agency. **NOTE:** Call 609-499-1001, if this site has not been agreed upon

Event Information:

Name of event: _____

Location of event: _____

Address of Event _____

City / Zip _____

Start date and time: Date: _____ Time: _____ (circle) am / p

End date and time: Date: _____ Time: _____ (circle) am / p

RAIN DATE(S) _____

Estimated number of attendees: _____

Contact Information

Contact Person: _____

Organization (if applicable): _____

Address: _____

City: _____ ZIP: _____

Telephone Number: _____ / _____

Fax Number: _____

E-Mail address: _____

Bin Pickup: _____ frames _____ lids _____ bags

Date: _____

Time: _____

Signatures: _____

County _____

Borrowing Agency _____

Bin Return: _____ frames _____ lids _____

Date: _____

Time: _____

Signatures: _____

County _____

Borrowing Agency _____

Burlington County Department of Solid Waste contact information:

Open 9 am – 4:30 pm, M-F Phone: 609-499-1001

Located at the Rutgers EcoComplex, 1200 Florence-Columbus Road, Bordentown, NJ 08505 (Exit 52A Rt. 29

Return this form by Email: cleancomm@co.burlington.nj.us

FAX: 609-499-5212

USPS: P.O. Box 429; Columbus, NJ 08022

Burlington County is making the recycling bins available in an effort to make recycling at public events more co
to help towns comply with recycling laws. There is no charge for use of the event recycling bins.

However, the County requires three things from those who borrow the bins:

1. Bins and any unused bags must be returned in a timely manner.
2. Bin frames and lids must be clean when returned.
3. A \$60.00 replacement fee will be assessed for each bin lost, stolen, or damaged.

By signing this form, you agree to the above terms, and the rules of use outlined in the *Agreement*.

Date of Request _____ Name (Print) _____

Signature _____

Burlington County Copy

Burlington County Event Recycling Bin Loan Program Application

(Please PRINT all information except signature.)

_____ **number of recycling bins requested** (This must be equal to the number of *Eco-Stations* you plan to have.
Eco-Stations = 1 recycling bin placed next to 1 trash container)

NOTE: It is your responsibility to coordinate the pick up and return dates, with the Department of Solid Waste

_____ **approximate number of vendor booths selling drinks in bottles and cans**

(Signs reminding attendees to recycle, to be posted at each booth, will be provided by the County.)

_____ Site where recyclables will be taken for pick up by Occupational
Training Center (OTC), the recycling agency. **NOTE:** Call 609-499-1001, if this site has not been agreed upon with this office.

Event Information:

Name of event: _____

Location of event: _____

Address of Event _____

City / Zip _____

Start date and time: Date: _____ Time: _____ (circle) am / pm

End date and time: Date: _____ Time: _____ (circle) am / pm

RAIN DATE(S) _____

Estimated number of attendees: _____

Contact Information

Contact Person: _____

Organization (if applicable): _____

Address: _____

City: _____ ZIP: _____

Telephone Number: _____ / _____

Fax Number: _____

E-Mail address: _____

Bin Pickup: _____ frames _____ lids _____ bags

Date: _____

Time: _____

Signatures:

County _____

Borrowing Agency _____

Bin Return: _____ frames _____ lids _____ bags

Date: _____

Time: _____

Signatures:

County _____

Borrowing Agency _____

Burlington County Department of Solid Waste contact information:

Open 9 am – 4:30 pm, M-F Phone: 609-499-1001

Located at the Rutgers EcoComplex, 1200 Florence-Columbus Road, Bordentown, NJ 08505 (Exit 52A Rt. 295)

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Date of Request _____ Name (Print) _____

Signature _____

Borrowing Agency Copy

Post – Event Summary
Burlington County Event Recycling Bin Loan Program

AT THE END OF YOUR EVENT, PLEASE RETURN:

- 1. THIS FORM**
- 2. ALL UNUSED CLEAR PLASTIC BAGS**
- 3. CLEANED RECYCLING FRAMES AND LIDS.**

Event Information:

Name of event: _____

Dates: _____

Location of event: _____

Contact Person: _____

_____ # of recycling containers used

_____ # of filled bags

Please list any additional filled containers – type and approximate size (gal.)

Please give us your feedback on the success of “Eco-Stations” ...
Problems, concerns, benefits:

At the end of your event, please fill out the following information and
return this form, to the Burlington County Department of Solid Waste:
Located at Rutgers’ Eco Complex; 1200 Florence-Columbus Road; Bordentown, NJ 08505
USPS: P.O. Box 429; Columbus, NJ 08022; FAX: 609-499-5212

QUESTIONS?

E-mail: cleancomm@co.burlington.nj.us

Phone: 609-499-1001

EVENT RECYCLING BIN



SAMPLE ECO - STATION

