

Recycling Station Rental Request Form

The requested information is used to determine if your event is eligible to rent the Recycling Station. Stations are rented on a first-come, first-served basis and can be requested up to six months in advance with a minimum of two weeks notice. A \$200 deposit is collected and will be refunded immediately after all items are returned clean and in the same condition as initially rented.

The \$200 deposit includes up to: • 8 X-frames (collapsible) • 8-lids • 1 trolley (by request)

A small quantity of bags are provided at no cost.

Correct recycling and/or disposal of collected materials are the responsibility of the event organizer. Contact your waste hauler to confirm what materials can be accepted.

Contact us at 604.532.7300 or responsible@tol.ca for information regarding rental options or waste reduction tips.

1 Contact Information

Name	Community group name
Address	Community group description
Phone	Email

2 Event Information

Event name	Event date
Venue name	Event type
Venue address	
Expected attendance number	Number of years event has run
Will trained volunteers or staff monitor the Recycling Stations?	Trained volunteers <input type="checkbox"/> Yes <input type="checkbox"/> No Staff <input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be handwash stations? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will there be paper such as flyers handed out? <input type="checkbox"/> Yes <input type="checkbox"/> No

3 Equipment Request – Recycling Stations

X-Frame Stations (up to 16 frames available)

- Each bin consists of a frame, lid, sign, and bag.
- Build your own station by indicating the number of each bin type required.
- It is recommended that, at minimum, each on-site garbage bin is supplemented with a Containers recycling bin.
- Bin frames fold for easy vehicle transport.



- Food & Soiled Paper**
Use for: all food and food-soiled paper (napkins, paper burger wraps, etc.)
- Garbage**
- Recycling** (single-stream)
Use for: containers and paper
- Containers**
Use for: beverage containers, unbroken glass jars, metal cans, plastic containers with codes
- Paper**
Use for: brochures, flyers, office paper, newspaper, cardboard
- Bottles and Cans Only** (refundables)
- Paper Towel Only** (2 max - accepted as compost by most haulers)
Use for: handwash stations

Note: An additional \$200 deposit is required when renting more than 8 frames (2 stations).

SEE NEXT

3 Equipment Request – Recycling Stations continued

Recycling station trolley for transportation? Yes No

Litter picker tools (specify number)

Recycling station flags (specify number - max. 4)

4 Pick Up and Return Dates

Pick up date

Return date

I certify the above information is accurate and complete to the best of my knowledge.

Event organizer signature

Date (mm/dd/yyyy)

5 Submitting Your Request

Complete and submit this form using one of the following methods:

Email: responsible@tol.ca

Fax: 604.532.7310

Mail or drop-off:

**Township of Langley Operations Centre
Sustainability Department
4700 - 224 Street, Langley, BC V2Z 1N4**

Recycling Stations must be picked up from the Township of Langley Operations Centre.
Hours of operation: Mo - Fr, 8:30am - 4:30pm

Note: Submitting an application does not guarantee use of a Recycling Station.
Township staff will review the application and contact you soon.

Office use only

Date received

Date contacted

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

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