



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 frames • 8 lids • 1 trolley (upon 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 us at 604.532.7300 or responsible@tol.ca for information regarding disposal 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	
<input type="checkbox"/> Indoor venue <input type="checkbox"/> Outdoor venue <input type="checkbox"/> Both (indoor and outdoor venues)	
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

Select the materials you would like to collect. We recommend collecting a minimum of three materials from the four possible options:

- Containers: beverage containers, unbroken glass jars, metal cans, plastic containers with codes 
- Paper: brochures, flyers, office paper, newspaper, cardboard
- Food: all food and food soiled paper
- Garbage

Number required (maximum 4 per type):

Containers	Paper	Food	Garbage
------------	-------	------	---------

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

Recycling Stations:

Recycling Station trolley for transportation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recycling Stations must be picked up from the Township of Langley Operations Centre. Hours of operation: Mo - Fr, 8:30am - 4:30pm		

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)

6 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
Solid Waste Coordinator
4700 - 224 Street, Langley, BC V2Z 1N4

For office use only	
Date received	Date contacted

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