



RECYCLE ORLANDO

Keep Orlando Beautiful Recycling Bin Loan Program

RESERVATION FORM

Phone: 407-246-2752

Please fill out this form legibly and completely to help us evaluate your event recycling bin needs.

- Bins are reserved on a first come, first served basis. Keep Orlando Beautiful (KOB) has up to 100 bins available.
- Bins and equipment lost or damaged beyond normal wear will incur a replacement fee.
- At time of supply release, a material checklist and recycling agreement must be completed and signed.
- You will be required to keep track of how many bags of recyclables are collected during the event. There is a section for this within the material check list form, which will be provided and must be completed and returned with supplies.
- Deposit amount is determined by number of bins needed and is fully refundable when collection data is submitted and ALL checked out materials are returned clean and in good condition.
- Suggested bag donation amount and hauling fee for recyclables, if applicable, will be determined based on information below.
- The bags are specifically designed to fit in the provided bin and are the only ones to be used as they are a special size/thickness. They must be acquired through KOB and any unused bags may be kept or donated back to KOB without a refund (see reverse side).
- A recycling kit inside of a pull behind trailer is available and will be delivered and picked up by KOB or City personnel ONLY or bins and supplies may be transported by authorized contact person. Pick up and drop off of supplies and/or trailer is by appointment only.
- KOB will contact you via phone or e-mail upon receiving this form.

Event Name and Location: _____

Organization _____ Event Date: _____

Estimated Attendance: _____ City Permit Required (18-A or Eola): N____ Y____ Per. # _____

*Contact Person: _____ Today's Date _____

Tax exempt? N ____ Y ____ Business Number: _____

E-mail: _____ Cell Number: _____

* Must be authorized to sign recycling agreement

Comments/Concerns:

(OVER)


The following information will help evaluate your event recycling needs.

How are beverages sold or dispensed?

____ Oz Cups (*can only recycle plastic #1 and #2) ____ Plastic Bottles (#1-#7) ____ Glass Bottles
 ____ Aluminum Cans ____ Other (describe here):

What recyclable materials are generated in food preparation or other areas not used by the public?

____ Glass ____ Steel Cans ____ Aluminum Cans ____ Cardboard

* Encourage or require vendors to use plastic cups that are #1 or #2 plastic so they may be recycled.
 Look at the bottom of the cup to determine PET # 

Styrofoam and any type of plastic bag or wrapping, food contaminated products and food ARE NOT recyclable and are considered contaminants when mixed with recyclables (see applicable charge below).

How many garbage cans are used at your event? (Place one recycling bin next to every garbage can) _____
 How many food vendors? _____

Deposit /Clear Plastic Bag/ Hauling

Clear Plastic Bags : \$0.50 per bag is the suggested donation for KOB to cover costs for this program. We will help you estimate number of bags needed. Unused bags may be kept or donated back to KOB.

Depending on size and location of event, a small service fee for hauling may be applied to cover cost and will be determined upon completion of form.

Replacement Fees:	
Bin Frames	\$35.00 ea
Bin Lids	\$15.00 ea
Aprons	\$10.00 ea
Cleaning Fee	1-20 bins \$10
	20 + bins \$20
Contamination fee	\$25 per bag

# of bins	Deposit
1-10	\$ 100
11-30	\$150
31-50	\$200
51-70	\$250
71-100	\$350

The deposit will be returned in full if ALL bins, lids, and other supplies are returned clean and undamaged and collection form is completed. Otherwise, deposit will be applied toward replacement fees, cleaning charges, and contamination fees.

You will submit one or two checks prior to picking up supplies (make payable to Keep Orlando Beautiful): One for donation amount (optional) and hauling fee (if applicable) and one for bin/supply deposit (required).

Please fully complete form and fax, e-mail, or send to
 Keep Orlando Beautiful, Inc.
 1010 Woods Ave
 Orlando, FL 32805
 FAX: 407-246-2241
 E-mail: jody.goostree@cityoforlando.net
 Contact: Jody Goostree, 407-246-2752

Office Use Only:
 Date form rec'd _____
 # Bins: _____
 # Bags: _____
 Hauling fee N ___ Y ___
 Deposit Amount _____
 Bag/hauling Amount _____