

Waste Management Diversion for Special Events in Parks

- This application is required for all [special events held within a park](#).
- Please attach a detailed site plan showing the location of all containers and bins.
- If waste management will be carried out by a third party, please provide a copy of this contract.
- Larger events are required to provide large bins.

Primary/Applicant Contact Information

First Name		Last Name	
Home Telephone Number	Mobile Number	Email	

Applicant Signature

Date (yyyy-mm-dd)

Secondary Contact Information

First Name		Last Name	
Home Telephone Number	Mobile Number	Email	

Event Information

Event Name	
Event Date (yyyy-mm-dd)	Park Location

Waste Collection

Supplier Name	Supplier Number
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I will be supplying my own wire basket and bag system and do not have a supplier name or number.

Type of Waste	Number of Roll-Off Bins	Number of Toter Bins	Size/Capacity
Recycling			
Garbage			

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Waste Materials

List types of waste that will be generated by your event.

Serveware (e.g. foam polystyrene, paper, plastic)

Packaging materials (e.g. cardboard, plastic film)

Other (e.g. food waste)

For Office Use Only

Parks Supervisor Name (First, Last)

Parks Supervisor Signature

Date (yyyy-mm-dd)

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Information Sheet for Event Preparation and Clean-up

Why divert waste?

- Diverting recyclable and organic materials helps extend the lifespan of the City's Landfill.
- Reduce the negative impacts of waste on the environment.
- Lower costs for waste disposal by diverting more.
- Attract more event attendees by striving to be a "green" or "eco" event.

Do your part to help the City of Toronto divert more waste!

Services provided by City of Toronto Solid Waste Services

Litter toters will be emptied before the event if it's located in the area of the event.

Event Organizer/Clean-up Staff - Responsibilities/expectations

For the duration of the event, waste clean-up is the sole responsibility of the event organizer.

It is expected that:

- waste and waste/recycling baskets within the event will be fully maintained throughout the duration of the event by the organizer of the event.
- the area within the event will be returned in the same manner as it was received, clean and free of waste.
- no additional damage to turf or pathway due to large private waste haulers will take place.

Before the Event

- Obtain clear bags for the litter baskets you have purchased in advance of the event to the park.
- Groups are requested to match the number of waste bins to the number of recycling bins.
- Consider renting or purchasing an Organic Toter(s) for your event, through an outside company.
- Place one of each together in a group - waste bin, and recycling toter - to create waste stations.

The City will not provide extra waste bins, recycle bins or organic containers. Extra bins must be obtained through a private company.

- Clients who have a smaller venue are suggested they consider [purchasing yellow waste bags and or waste tags](#).
- If your groups purchases organic toters for your event. Please place them by the food vendors for food disposal. Please be advised that you need to make sure the company who provides the organic bins removes organic bins. ie hauler or someone from event takes organics.

Checklist of things to do during the event

- Make sure waste cans, recycle bins and organic bins are lined with clear bags.
- Ensure that there are no black bags in the toters or in the recycle roll-off bin (black bags found in the recycle roll off should be promptly removed and placed in the garbage)
- Empty waste baskets as required throughout the event. Confirm in advance there are the correct number of volunteers assigned to this duty.
- If a waste station is not being used, move it to a more appropriate location where there is heavy traffic.
- Make sure toter lids are closed after they have been emptied and relined. Open lids invite contamination.
- Groups are required to arrange for a hauler to come in following the event at a time when park is not busy. Vehicles entering the park area must be respectful of park activities and public safety. Vehicles must proceed slowly through the park.