

Return to: City of Toronto-Toronto City Hall
 100 Queen Street West, Main Floor
 Toronto, ON M5H 2N2 Fax: 416-392-1551

Please note that this form must be filled out prior to receiving approval for your permit. For ideas on how to REDUCE, REUSE and RECYCLE, please see the Parks, Forestry & Recreation Permit Guidelines on Waste Diversion.

* Note: Parks is no longer involved in maintaining garbage in our Parks. Solid Waste Management Division now oversees garbage and recycling.

Contact Information

Primary Contact:

First Name:	Last Name:	Telephone Number:
		H: ()
		C: ()

Applicant:

First Name:	Last Name:	Telephone Number:
		H: ()
		C: ()

Signature: X _____	Date: (yyyy-mm-dd) _____
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Date of Event:	Park Location:
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Waste Bins & Materials:

Supplier Name:	Supplier Number:
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Please Indicate how you will supply the below: (The City of Toronto is not responsible for supplying bins.)	Recycling		Garbage	
	No. of Bins	No. of Totter Bins	No. of Bins	No. of Totter Bins
	Indicate Size/Capacity:		Indicate Size/Capacity:	

List types of Waste by Material Type: (list types of waste that will be generated by your event) ie. Serve ware, food waste, packaging materials

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Larger Events are required to provide large bins: (indicate bin size, location plan and include a map)

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Parks Supervisor Signature: X _____	Date: (yyyy-mm-dd) _____
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Requirements:

The following information is required for all special events held within a park. Please provide a detailed site plan indicating the location of all containers, bins. **If waste management will be carried out by a third party, please provide a copy of this contract.**

**City of Toronto Waste Diversion for Special Events
INFORMATION SHEET FOR EVENT PREPARATION & 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 Solid Waste

- Litter totters at your event will be emptied prior to the event if located in the area of event.

Responsibilities/expectations of the event organizer and event clean-up staff

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

City of Toronto Solid Waste Special Events

Checklist of things to do 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 Totter(s) for your event, through an outside company.
- Place one of each together in a group: waste bin, and recycling totter to create waste stations.

Please note: The City will not provide extra waste bins, recycle bins or organic containers, **these 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. Information can be obtained at the below link-
<http://www.toronto.ca/yellowbag/index.htm>
- If your groups purchases organic totters 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 totters 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 totter 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.