

# EVENT TOOL KIT



## RECYCLING CONTAINER RESERVATION FORM

Name: \_\_\_\_\_

Role in the event: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) and location of event: \_\_\_\_\_

Pick-up date for containers (max. of two business days prior to event) : \_\_\_\_\_

Return date for containers\* (max. of two business days after event) : \_\_\_\_\_

\*Containers must be cleaned before they are returned.

Estimated attendance for event: \_\_\_\_\_

Items planned to recycle: \_\_\_\_\_

Have you held a Green Event before? Y N

If yes, which event(s)? \_\_\_\_\_

A deposit check must be dropped off by the the event coordinator when picking up the containers. Checks should be made to Metro Waste Authority. Deposits will be held at the front desk of the pick-up location and are returned when the containers have been properly cleaned\*\* and returned. Deposit amounts are as follows:

- 1-10 containers – \$100
- 11-20 containers – \$200
- 21-30 containers – \$300
- 31-40 containers – \$400
- 41-50 containers – \$500
- 51-60 containers – \$600
- 61-70 containers – \$700
- 71-80 containers – \$800
- 81-90 containers – \$900
- 91-100 containers – \$1,000

\*\*A \$50 cleaning fee will be assessed if the containers are not returned clean.

If a container is missing or returned unusable, your check will be held and you will be billed \$30 for each missing/ususable container. The deposit will be returned once the bill has been paid.

Litter grabbers are available for rent at the MWA Central Office. Rental includes 30 grabbers/\$25.

### EVENT RECYCLING CONTAINER PICK-UP LOCATIONS:

- MWA Central Office (max. amount of 70 containers)  
300 E. Locust, Ste. 100, Des Moines, IA 50309  
515-244-0021
- Regional Collection Center (max. amount of 15 containers)  
225 Prairie Dr. SW, Bondurant, IA 50035  
515-967-5512
- Metro Park East Landfill (max. amount of 15 containers)  
12181 NE University Ave., Mitchellville, IA 50169  
515-967-2076

When picking up or dropping off containers at the Central Office, please park on the west side of the building for easier (un)loading.

#### Please return form to:

Metro Waste Authority | Attn: Event Recycling Program | 300 E Locust, Suite 100 | Des Moines, IA 50309  
or Fax to: 515-244-9477