



# Event Recycling & Bin Loan Program

## Reservation Form

Phone: 919.856.7412

Email: [recycling@wakegov.com](mailto:recycling@wakegov.com)

**Instructions: Person making the request must be present at pickup.**

**Complete form and email to: [recycling@wakegov.com](mailto:recycling@wakegov.com)**

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

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

Address \_\_\_\_\_

### Pickup Location:

Wake County Office Building, 336 Fayetteville St, Raleigh, NC 27601

North Wake Waste Facilities, 9025 Deponie Dr, Raleigh, NC 27614

South Wake Waste Facilities, 6025 Old Smithfield Rd, Apex, NC 27539

### Hours:

Mon-Fri 9AM-5PM

Mon-Fri 9AM-4PM

Mon-Fri 9AM-4PM

Pick-up Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Return Date: \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_ Estimated Attendance #: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Recycling Bins QTY: \_\_\_\_\_ Composting Bins QTY: \_\_\_\_\_ Trash Bins QTY: \_\_\_\_\_

I understand that by loaning the above bins I agree to:

- Return bins to the pickup location selected
- Return bins by the return date indicated above
- Return bins clean and in good repair
- Recycle, compost and dispose of all waste materials collected accordingly
- Return any unused bags
- Pay Wake County \$75.00 per bin, if damaged and/or not returned

Sign: \_\_\_\_\_

(sign at pickup)

Date: \_\_\_\_\_

### STAFF ONLY COMPLETE THIS SECTION

Reservation received by: \_\_\_\_\_ (Initial)

Recycling bins returned QTY: \_\_\_\_\_

Bins checked-out by: \_\_\_\_\_ (Initial)

Compost bins returned QTY: \_\_\_\_\_

Bins checked-in by: \_\_\_\_\_ (Initial)

Trash bins returned QTY: \_\_\_\_\_

Date bins returned: \_\_\_\_\_

Damage noted: \_\_\_\_\_

# Additional Information

## How Many Waste Stations Do I Need?

Waste stations comprise a recycling bin, a composting bin, and a trash bin. The number of waste stations loaned should be kept to a minimum to aid servicing:

- 1–2 waste stations for graduation parties, family reunions <150 guests
- 3-4 waste stations for weddings <300 guests
- 5–6 waste stations for school/church picnics <600 guests
- 7–8 waste stations for park festivals <1,500 guests

## Bags

Specially labeled bags are provided with each bin and come in rolls. Each roll of recycling bags contains five bags. Each recycling bag can hold up to 200 bottles/cans. Each roll of compost bags contains ten bags. Remember to monitor bins regularly to avoid contamination and overflows. Please return any unused bags.

## Transportation

One waste station (recycling bin, composting bin, trash bin) comes in a travel case (totaling 30lbs) and fits on the backseat of any size vehicle, including compact.

If you are borrowing individual bins, each bin weighs 10lbs and is comprised of four parts: frame, lid, sign holder and sign. The frame is the largest part of the bin, folds flat for easy transportation and measures 38" x 21" x 3". Consider how many bins you are loaning and plan accordingly when you come to pick up. Bring help and/or a cart, if you need it.

## Disposal

The following Convenience Centers provide disposal options for collected materials only. Do not return your collection equipment to these locations.

Site	Location	Recycling	Composting	Trash
1.	10505 Old Stage Road, Raleigh <a href="#">[map]</a>	x		x
2.	6025 Old Smithfield Road, Apex <a href="#">[map]</a>	x	x	x
3.	266 Aviation Parkway, Morrisville <a href="#">[map]</a>	x		x
4.	3600 Yates Mill Pond Road, Raleigh <a href="#">[map]</a>	x	x	x
5.	8401 Battle Bridge Road, Raleigh <a href="#">[map]</a>	x		x
6.	3913 Lillie Liles Road, Wake Forest <a href="#">[map]</a>	x		x
7.	9024 Deponie Drive, Raleigh <a href="#">[map]</a>	x	x	x
8.	2001 Durham Road/Hwy. 98, Wake Forest <a href="#">[map]</a>	x	x	x
9.	3337 New Hill-Holleman Road, New Hill <a href="#">[map]</a>	x		x
10.	5216 Knightdale-Eagle Rock Road, Knightdale <a href="#">[map]</a>	x		x
11.	5051 Wendell Blvd./Business 64, Wendell <a href="#">[map]</a>	x		x