

## CITY OF BOULDER

# ZERO WASTE SPECIAL EVENT REQUIREMENTS

All city-permitted events must be “Zero Waste”. This means **your event must provide single-stream recycling and compost collection** in compliance with the city’s special events permit requirements. Please review the requirements below and initial that you understand each specification and will implement them for your event. Keep a copy for yourself to use as a checklist throughout the coordination of your event. ***Please note: your event permit will not be approved unless you identify all Zero Waste Stations on your event map submitted with your application and provide your vendors with vendor agreement.***

## Requirements

The following are required for all permitted special events in the City of Boulder.

1. You must provide adequate Zero Waste stations for the size of the event featuring Recycling and Compost bins everywhere that there is a trash receptacle. All waste containers must have signs that meet the requirements of the Universal Zero Waste Ordinance.
2. Everything given out by vendors including serviceware must be recyclable or compostable. Vendors are prohibited from serving any materials that are trash. It is the responsibility of the Event Coordinator to ensure that all vendors are in compliance with this rule and to obtain a signed vendor agreement from every vendor. (Vendor agreement form attached. Vendors must retain a copy of agreement and have on site during the event).
3. You must provide dedicated staff to monitor Zero Waste stations for contamination. Staff must be properly trained on “what goes where” by watching this video. (Link)

## Best Practices

Want to do more? Here are some best practices you can implement to go above and beyond.

- Include zero waste language in print materials and event programs.
- Make periodic announcements about zero waste over the PA system throughout the event.
- Print materials (flyers, programs, coupons, etc.) on 100% recycled content, or discourage unnecessary print materials all together.
- Have staff or volunteers act as zero waste “goalies” at each waste station to help with sorting.

## Additional Resources

- To learn more about the ordinance go to [zerowasteboulder.com](http://zerowasteboulder.com)
- Watch our zero waste special event video [here](#)
- Shop for compostable products for your event [here](#)

For questions, please contact: Noah Eisenman, 303-441-1940, [eisenmanN@bouldercolorado.gov](mailto:eisenmanN@bouldercolorado.gov)

Please use this checklist to help ensure your event is Zero Waste

ZW EVENT CHECKLIST		Check
<b>Preparing for event</b> (required with special event application)		
1	<b>Submit an event map with your permit application</b> indicating all public-facing zero waste stations (ie. trash, recycle, & compost) with "ZW". "Corrugated cardboard only" collection areas should be marked "CC". <i>(Required for permit approval)</i>	
2	Provide all food or beverage vendors with zero waste requirements; require that all vendors sign Zero Waste Vendor Agreements. (Example agreement attached)	
<b>Event set-up</b>		
5	Ensure all ZW stations are complete with receptacles for recycling and compost at every location there is a trash/landfill receptacle.	
6	Set up additional ZW stations for vendors, including cardboard recycling areas, if needed (show on map).	
7	Attach proper signs to all ZW receptacles and stations. Pictorial signs should be specific to the wares distributed at the event.	
8	Clearly mark all dumpsters (landfill, recycling, compost) and include pictorial signs if possible.	
<b>During event</b>		
9	Prohibit vendors and event sponsors from distributing any non-recyclable or non-compostable materials (unless the vendor specifically agrees to provide their own collection and remove the materials from the event)	
10	Ensure ZW stations are monitored by a volunteer or staff member who has been educated on recycling and composting guidelines (training videos available here)	
<b>Event Breakdown</b>		
12	Ensure no waste is left behind on the event premises and surrounding areas.	
13	Ensure any vendors distributing non-recyclable or non-compostable materials (see above) remove their own materials from the event premises and surrounding areas.	

For questions, please contact: Noah Eisenman, 303-441-1940, eisenmanN@bouldercolorado.gov

## Zero-Waste Event Waste Services

*(not every service listed below is required)*

### **Eco-Cycle**

(303) 444-6634

<http://ecocycle.org/zero-waste-events>

- Zero Waste station/bin rentals and liners
- Landfill, Compost, and Recyclables hauling
- Detailed posters and signage
- Zero Waste “Goalies” and Operations staff
- Planning and Consultation services, including volunteer recruitment and vendor relations
- Post-event Environmental Benefits Summary and landfill diversion rate

### **Western Disposal**

(303) 448-2332

kafflerbaugh@westerndisposal.com

<http://www.westerndisposal.com/commercial/special-event-services/>

- Recycled-content cardboard ZW stations and liners for purchase
- Landfill, Compost, and Recyclables hauling
- Posters and signage
- Zero waste trainings for event staff
- Zero Waste Operations staff
- Post-event reports detailing waste diversion

### **CU Recycling**

*(on-campus events only)*

angela.gilbert@colorado.edu

<http://www.colorado.edu/center/recycling/recycling-your-event>

- Zero waste station/ large bin rentals and liners
- Zero Waste “goalies” and operations staff
- Trainings for event staff regarding zero waste
- Hauling to the on-campus Recycling Operations Center where waste is sorted by student staff

### **Zero Hero**

(970) 367-7616, [info@zerohero.org](mailto:info@zerohero.org)

<http://zerohero.org/events>

- Zero Waste tent rental, bins, and liners
- Landfill, Compost, and Recyclables hauling, trash sweeping, & waste removal throughout event
- Volunteer recruitment/training/management
- Post-event reports detailing waste diversion
- Vendor relations and sustainable products sourcing assistance
- Press-releases, web copy, HTML messaging, etc.

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## City of Boulder Zero Waste Vendor Agreement

Each vendor must complete this form and have with them during the event. Please obtain a signed copy of this page from every vendor and ensure they have one with them during the event.

As of January 1<sup>st</sup>, 2016, all permitted events taking place in the City of Boulder must adhere to the Zero Waste Special Event Requirements. All events are required to provide collection stations for recycling and composting at every location where there is a trash receptacle.

In addition, **vendors and event sponsors are prohibited from distributing any non-recyclable or non-compostable materials** unless the vendor agrees to *remove from the event premises and surrounding areas* the non-recyclable or non-compostable material both during the event and during the mobilization and demobilization (set-up and break-down) for the event. Alternatively, a vendor or event sponsor can distribute reusable service ware. Reusable service ware could be defined as durable cups, plates, bowls, napkins, bags, or utensils that can and will be cleaned and used multiple times.

**Event:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

1. I agree to distribute my product(s) in locally recyclable, compostable, or reusable service ware.
2. I acknowledge that if I choose to distribute any non-recyclable/non-compostable materials, I must set up a special trash bin to collect those materials. This collection station should be separate from the event's waste stations and located in close proximity to the vendor's tent/food cart. This policy is to prevent contamination of the event's recycling and compost streams.
3. I understand that if these requirements are not met, I will be asked to cease the distribution of the landfill-bound materials and I may forfeit my ability to participate in the event in subsequent years.

**Signature:** \_\_\_\_\_

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

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