



1833 CAMDEN AVENUE | DURHAM, NC 27704
919.560.4186 | F 919.560.1197

www.durhamnc.gov

Special Event Cart Information and Request Form

The Event Coordinator is responsible for making arrangements to ensure proper trash and recycling receptacles are provided at the event. The Event Coordinator is also responsible for ensuring the entire event area is clean and free of trash, recycling, animal waste, and other debris during and at the conclusion of the event. Whenever possible, Event Coordinators should avoid placing trash and recycling receptacles in front of the street-level businesses.

In general, one 96-gallon trash cart will serve up to 17 attendees, and one 96-gallon recycling cart will serve up to 25.

If the Event Coordinator wishes to use receptacles provided by the City of Durham, a Cart Request Form must be submitted to the Special Event Cart Coordinator 30 days prior to the event. There will be no exceptions to this rule. The Event Coordinator should contact the Solid Waste Department at (919) 560-4186 or visit the City’s website at <http://durhamnc.gov/699/Events-Permit> for more information.

Please see attached chart for the recommend number of carts based on the number of attendees, and related fees.

Special Event Trash & Recycling Cart Rental Prices				
Attendance	Trash Carts	Recycling Carts	Cost for City Service	Deposit Required
1-50	3	2	\$190.00	\$500.00
51-100	6	4	\$230.00	\$500.00
101-150	9	6	\$280.00	\$500.00
151-200	12	8	\$330.00	\$500.00
201-300	18	12	\$460.00	\$600.00
301-400	20	14	\$720.00	\$1,000.00
401+	Stationary Container +30 Carts	20	\$1,200.00	\$1,500.00



Event Coordinator Information:

- Service is complete when the carts are collected after the event has concluded.
- Event Coordinator is responsible for having the carts staged for collection within 4 hours of event completion.
- All Carts must be staged for collection at the designated drop off and pick up zone.
- Deposit is for cart repair and/or replacement.
- If the event coordinator has multiple events scheduled for the year, the \$500 deposit can be held until the last event is over and all carts are retrieved without damages.
- Event coordinator is responsible for all carts and is liable for the cost to repair or replace damaged or lost carts. The cost to repair or replace lost or damaged carts will be deducted from the deposit. The cost to replace a cart is \$50.00. Repairs will be charged based on actual cost of repair.
- Event Coordinator or designee must be onsite to sign for receipt of carts delivered.
- Event Coordinator is responsible for cleaning the entire event area. Failure to do so will result in a loss of all deposits.
- As rentals are based on request, not your usage, rental fees are non-refundable.

Additional Fees:

- **Contamination:** If recycling containers are contaminated with trash or other non-recyclable materials, the Event Coordinator renting the container(s) will be charged a \$10 fee per cart to have the material disposed as garbage.
- **Extra Materials:** For any bagged materials that do not fit in carts, an additional fee of \$5 per bag will be charged.
- **Unacceptable Materials:** The Event Coordinator renting the cart(s) is responsible for the material placed into the containers.
 - No yard waste or hazardous waste may be placed in any of the containers.
 - Hazardous waste fees begin at \$ 75.00 with an upper limit based on the cost to properly dispose of the hazardous waste placed in the container(s).

Returned Check: A \$30 fee will be charged for any checks returned as NSF.

Please complete and bring attached request form with payment to the Department of Solid Waste Management at 1833 Camden Avenue. All payments must be in the form of a credit card, check, or money order.

Special Event Cart Request Form

Date: _____

Event &/or Requesting Department: _____

Special Event Permit obtained from the Police Department: Yes No
(All events must be approved by the Police Department)

Date of event/activity: _____

Date of cart removal: _____

Number of Recycling carts needed: _____

Number of Trash carts needed: _____

Delivery location of carts-*carts must be retrieved from this location:* **(must complete)**

Special Notes:

Contact Information:

Name: _____

Phone #: _____

Event Coordinator's address (for deposit mailing): _____

Email: _____

Signature of Event Coordinator: _____

Date: _____ Organization/Group: _____