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| **Community Events – Refuse Collection Request** |

Please complete all fields and return by email to [rc@reigate-banstead.gov.uk](mailto:rc@reigate-banstead.gov.uk)

Please note you will be charged £50 for delivery and retrieval and for black sacks to go with your refuse bin order £6.00/ £12.00 depending on the size of bin

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| **Name of Event** |  |
| **Date of Event** |  |
| **Contact Name** |  |
| **Contact Number** |  |
| **Contact Email Address** |  |
| **Bin Delivery & Collection Address** |  |
| **Invoice name and address** |  |

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| **Recycling Bins** | **Price** | **Total number requested** | **Total Price** |
| 240 litre (slightly larger than standard wheeled bin) | £4.00 per bin |  |  |
| **Refuse Bins** |  |  |  |
| 1110 litre | £16.00 per bin |  |  |
| 660 litre | £14.00 per bin |  |  |
| 240 litre | £4.00 per bin |  |  |
| 140 litre | £4.00 per bin |  |  |
| Black Sack roll large (52 per roll) | £12.00 per roll |  |  |
| Black Sack Roll (52 per roll) | £6.00 per roll |  |  |
| **Delivery and Retrieval of bins** | **£50** | **-** | **£50** |
| **Total** | - |  |  |

**Terms and Conditions**

**Bin Delivery and Collection**

1. Bins will be delivered 2 working days prior to the event, usually on the Thursday/Friday before.
2. Bins will normally be collected on the Monday after the event, unless it is a Bank Holiday where it will be the Tuesday.
3. All bins must be delivered and collected from the same location accessible from 6am on the collection date.
4. Bins must be stored in a secure location between delivery and collection**.** A charge will be made for each bin that is not returned.
5. Any damage to the bins considered the fault of the organisers, will be charged for.
6. Please make sure that the request is for bins and collection is made at least 2 weeks prior to the planned event.

**Use of Bins**

1. Please ensure black sacks are used in the refuse bins to ensure the bins are kept clean for other community events.
2. Filled black sacks, not contained within the bins provided, must be stored in a secure location to prevent bags damaged by animals.
3. Labels will be provided on the bins to advise the public which bin is used for recycling and rubbish.
4. Information, provided by Reigate & Banstead Council, must be given to stallholders to encourage best use of bins and reduce the amount of unacceptable waste in the wrong bins.
5. It is recommended that, where possible, bins should be placed in groups together i.e.: one bin for each recycling material and a rubbish bin.

**Payment**

1. Invoices will be sent out after the event has taken place and all the bins have been collected. Any outstanding/damaged bins will be charged for.