

Council's event waste stations are available free of charge for use at events in our district. We have a total of 5 sets available. Please see overleaf for conditions of use and general information.

Please complete the below form and return to [openplacesadmin@whakatane.govt.nz](mailto:openplacesadmin@whakatane.govt.nz).

### YOUR DETAILS

COMPANY/ORGANISATION:

FIRST NAME:

SURNAME:

PHONE:

POSTAL ADDRESS:

EMAIL ADDRESS:

### EVENT DETAILS

NAME OF EVENT:

LOCATION:

### COLLECTION/DROP OFF

PICK UP TIME/DATE:

DROP OFF TIME/DATE:

NO. SETS REQUIRED:

With Stands?

- Yes  
 No

With Food Waste bin?

- Yes  
 No

### DECLARATION

Please sign, acknowledging that you have read and understood the conditions on the reverse of this form:

- I/We agree to return all bins emptied and clean.

SIGNED:

DATE:

### OFFICE USE ONLY

DATE RELEASED:

# BINS:

# LIDS:

# STANDS:

# PEGS:

STAFF INITIAL:

DATE RETURNED:

# BINS:

# LIDS:

# STANDS:

# PEGS:

STAFF INITIAL:

RETURNED CLEAN?

- Yes  No

COMMENTS:

### General Conditions of Use:

- The hirer must arrange their own transportation to collect and return the bins and stands.
- The hirer must arrange emptying and disposal of all rubbish/recycling.
- The bins must be cleaned before returning. A cleaning fee of \$30 will be charged per bin if dirty bins are returned.
- If bins are stolen/lost/not returned on the agreed date, a replacement fee of \$150 per bin will be charged.
- The event waste stations are stored at the Refuse Transfer Station on Te Tahi St. You will need a large trailer or similar, to pick them up. Upon arrival, report to the weighbridge kiosk and advise that you are there to collect the Waste Stations as agreed with council. The bins are situated on the concrete pad opposite the weighbridge – please return to the same location after use. The bins come with the stands.
- Transfer station opening times:
  - Monday to Friday: 8am - 5pm
  - Saturday to Sunday, and most public holidays: 9am - 4pm
- For more information please contact our Solid Waste Team, Whakatāne District Council - 07 306 0500 or [tasha.thompson@whakatane.govt.nz](mailto:tasha.thompson@whakatane.govt.nz)



### Useful tips to get you started:

- If you are expecting large numbers at your event, it usually helps to hire a few skips for rubbish and recycling, then have someone monitor and empty the event bins into the relevant skips – it costs more but you will have less to handle and transport to the transfer station after your event. It helps to put bags in the bins to keep them clean.
- You will need to make sure that the only cups that go into the recycle bin are pure paper - many products may be labelled recyclable, but they usually contain a plastic wax lining, so anything you cannot be sure of will need to go into the general waste (rubbish) bin.
- All plastic plates/food containers contaminated by food waste need to go into the general waste (rubbish) bin.
- Hard plastic – **unless** they are marked with the number 1, 2 or 5 in the triangle symbol, they will need to go into the general waste (rubbish) bin.
- No soft plastics can be recycled, including all plastic bags - even if marked with a 1, 2 or 5. They must be put into the general waste (rubbish) bin.
- Paper plates/bowls – they must be pure paper and have no food waste contamination to go into the recycling bin, if they are contaminated by food they will need to go into the general waste (rubbish) bin.
- Empty glass bins into crates/boxes and colour sort so they can be dropped into relevant bins/bunkers at the transfer station.
- The bin for food waste is an optional add-on. There are bolts to fix this on the side.
- If you are not separating food waste don't use the Food Waste bins (green lids). Food waste can then go in the red bin.
- We have a group of local volunteers called Waste Zero Whakatane who may be able to assist with monitoring your waste stations on the day: <https://www.facebook.com/WasteZeroWhakatane/>
- Waste Management NZ Ltd have a range of skip bins and crates available for hire: 0800 10 10 10