



## Event Coordinator Commitment Form

The following document outlines the commitment, roles, and responsibilities between Recology and COMPANY NAME for services provided for EVENT NAME, a Waste Zero Event on DATE.

**Note:**

- *Items quoted represent a good-faith price estimate. All fees will be billed at actual cost.*
- *For small events (less than 200 attendees), a minimum of 72hr notice is needed for cart service.*
- Trip and relocation charges may apply
- 15% Weekend Service Premium
- 48hr cancellation notice
- 72hr reschedule notice
- Cart and bin services are limited to Monday-Friday before noon

**The EVENT NAME Planning Coordinator will:**

- Pay 100% of the event invoice costs on or before DELIVERY DATE.
- Require that all vendors sign the '100% Waste Zero Participation Agreement' to ensure all materials distributed are compostable, recyclable or reusable.
- Require the staff or volunteers to monitor the waste zero stations to ensure that material is properly discarded and sorted by the event attendees.
- Be held liable for Recology's equipment beyond normal wear and tear.
- Understand if contamination is present, Recology will charge for each contaminated box by our trash rate

EVENT NAME, represented by the undersigned, agrees to pay for the services rendered and abide by the terms of this commitment form:

Contact: \_\_\_\_\_

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

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

**Please electronically sign and return this form to:**

Email: [sfevents@recology.com](mailto:sfevents@recology.com)

Phone: (415) 330-8422