



Event Services Request Form

Thank you for contacting us regarding your upcoming event! Please review the information contained in this document closely, and fill out the form included as completely as possible. As well, please include a map of the site to show where you would like any equipment placed. A hand drawn map will work just fine, as long as it is clear where to drop off equipment on the site.

Event service requests must be submitted no later than 2 weeks prior to your event. We are not able to guarantee delivery or removal times of equipment. Our drivers work between the hours of 6AM and 4PM Monday – Saturday, so deliveries and removals will be done between those times.

Please email this form and your map to Casey Williams cwilliams2@recology.com

The following equipment is available for request:

- CARTS – the kind seen curbside at residential homes
 - 64 or 96 gallon rolling carts for garbage, [recycling](#), or [compost](#)

- BINS – also known as dumpsters
 - 3 yard bin (has wheels) for garbage, [recycling](#), or [compost](#)
 - 4 yard bin (has wheels) for garbage or [recycling](#)
 - 6 yard bin (does NOT have wheels) for garbage or [recycling](#)

- BOXES – large open top containers, the kind seen at construction sites
 - 20 yard box for garbage or [recycling](#)
 - 30 yard box for garbage or [recycling](#)



Event Services Request Form

Name of Event _____

Event Date(s) / Time _____

Event Address _____

Equipment Requested _____

Delivery Date _____ Removal Date _____

Placement Instructions _____

Special Delivery Instructions _____

On Site Contact Name & Phone Number _____

Organization Name _____

Non-Profit Number (if applicable) _____

Organization Address _____

Contact Name _____

Contact Phone _____

Contact Email _____