



**ROCK HILL**

**City of Rock Hill**

## **Special Events Toolkit Guidelines**

Thank you for providing and encouraging beverage container recycling at your special event! Please take the time to look over the following guidelines to maximize the effectiveness of your Special Events Toolkit.

### **What's in the Toolkit?**

In order to make recycling at your event a breeze, the toolkit contains the specified number of Clear Stream® recycling frames and clear bags. The kit also contains signs to put next to your containers.

### **How do I reserve a Toolkit?**

The special event must take place within the city limits of Rock Hill. In addition, there are three things required prior to granting use of the equipment:

1. A completed application form
2. A refundable deposit. Everything you borrow must be returned in the same manner in which it was received. A refundable deposit of \$75 per frame is due 14 days prior to event for use of the complete Toolkit.
3. A signed agreement that transfers the liability for the use of our equipment. A certificate of liability insurance must be provided as part of the application process.

### **What to do with the Toolkit?**

The best way to encourage people to recycle their beverage containers is to put the recycling containers next to the trash can. Use the signs to draw attention to the recycling containers so more ends up in the bags than in the trash. Have someone available to check the containers to make sure they are not being contaminated with other materials and to change out bags if they are filling up. After your event, make sure the frames are clean and in the same condition as when they were received. Return them along with the signs and any unused bags.

### **What can I put in the recycling container?**

The Clear Stream® recycling system is intended to assist in recycling beverage containers. This includes aluminum cans, glass and plastic bottles and cups with a #1-7 written on the bottom, #6 Styrofoam cups are NOT recyclable

### **What do I do with the recyclables?**

When your event is over collect all the clear bags from the container frames and secure them. The clear bags may be taken to any of York County's Convenience Centers listed below.

Allison Creek	- 5725 Campbell Road, at the intersection of Campbell Road (County Road 80) and SC 274
Bethel	- 3150 South Paraham Road, south of Hwy 55 in Clover
Bethany	- 2690 South Hwy 161, south of Hwy 55 in Clover
Bullocks Creek	- 6800 Lockhart Road, on Hwy 49 near the Bullock Creek area, south of the intersection of Hwy 97 and Hwy 49
Cotton Belt	- 2365 Black Hwy (Hwy 5) west of York between Matlock Drive and Howell Road
Eastview	- 1675 Adnah Church Road at SC Hwy 5
Fort Mill East	- 1245 East Hwy 160, east of Fort Mill, across from the Leroy Springs Recreation Complex
Baxter	- 1731 Hwy 160 between I-77 and Gold Hill Elementary
Lake Wylie	- 102 Bethel School Road, near Hwy 557, in the Lake Wylie Area
Lesslie	- 3211 Pantry Drive, off Hwy 21 at Neely Store Road
McConnells	- 100 Cemetery St. across the road from Mt. Olivette Presbyterian Church and next to the cemetery
Mt. Gallant	-3986 Mt. Gallant Road near Ebenezer Park
Ogden	- 780 West Hwy 324 south of the junction of Mobley Store Rd and Ogden Rd
Porter Road	- 2050 Porter Road, near junction of Porter and Barringer Road
Sharon/Hickory Grove	- 5011 Hickory Grove Road, on Hwy 211 just past Hickory Grove/Sharon Elementary
Tirzah	- 6190 Old York Road (Hwy 161) across from Pursley Dairy Farm Road between Rock Hill and York

**City of Rock Hill**

**Special Events Recycling Toolkit Application**

**Event Manager/Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name of Event** \_\_\_\_\_

**Dates of Event** \_\_\_\_\_

**Event Description** \_\_\_\_\_

\_\_\_\_\_

**Event Address** \_\_\_\_\_

**Phone number we can reach you at the day of the event** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**What do you plan to recycle and how do you plan to remove it from the event?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Toolkit Includes:**

\_\_\_\_\_ Number of Recycling Container Frames

\_\_\_\_\_ Number of Bags

\_\_\_\_\_ Number of Signs

**Complete:**

Equipment pick up day & time: \_\_\_\_\_

Equipment drop off day & time: \_\_\_\_\_

Name of person signing for equipment: \_\_\_\_\_

A deposit of \$75 is due 14 days prior to the event. All equipment must be returned in the same manner in which it is received. Please make checks payable to Rock Hill Clean and Green. The event is responsible for drop off and pick up of all equipment. The equipment loan is not guaranteed until the application is approved and the deposit is paid.

For Office Use Only:
Application Received _____ Event within City Limits _____
Approved ____ Denied ____ Reason Denied _____ Notified ____
Deposit Received _____ Amount _____ Amount Returned _____