

Austin Resource Recovery - Office of Special Events
Planning Your Event

City-permitted events may be required to submit a waste management, reduction, and diversion plan.

Event organizers are required to properly dispose of all waste throughout their event and immediately following the conclusion of the event. The event organizer is responsible for leaving the event site better than the original condition and establish a good reputation for future events!

Events not in compliance may be subject to denial of future special event permit applications or penalty fees. For more information regarding Zero Waste, click [here](#) or email ARRspecialevents@austintexas.gov.

Tier 1 events need to submit the following items **at least three (3) business days** prior to the event and are encouraged to reduce event waste as much as possible.

Items due three (3) business days prior to event:

- The **Waste Management, Reduction, and Diversion** section included in the Special Event Permit Application.
- **Include the location of dumpsters, roll offs, trash and collection bins** on your event map or site plan.

Tier 2, 3, and 4 events need to submit the following items **at least thirty (30) calendar days** prior to the event and are encouraged to reduce event waste as much as possible.

Items due thirty (30) calendar days prior to event:

- **Submit a Waste Reduction and Diversion Plan and meet the following standards:**
 - Provide the same capacity for recycling as landfill trash (1:1 ratio).
 - Recycle all aluminum, plastics, and cardboard.
 - Educate event staff and vendors on the availability and location of dumpsters.
 - Group, label, and regularly maintain all collection bins.
 - Store and maintain dumpsters to prevent overflow, leaking, and to deter wildlife or illegal dumping.
 - Include the location of dumpsters, roll offs, trash and collection bins on your event map or site plan.
- Waste Reduction and Diversion plans can be sent to ARRspecialevents@austintexas.gov
- After an event, the event organizer must submit copies of invoices, receipts, or weight tickets to show the Waste Reduction and Diversion Requirements have been met.

Material Bans and Prohibitions

Event planners, operators, and vendors **may not** distribute the following to event employees or attendees at any event held on City park grounds:

- Styrofoam (City Code 14-1-24);
- Glass containers (City Code 8-3-6)