

## Austin Resource Recovery - Office of Special Events

### Planning Your Event

#### All city-permitted events must complete a waste management or waste 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](#) and/or call 512-974-7197.

**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:

- **Submit a Waste Management Plan**, including only landfill trash, as part of 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.
  - Group, label and regularly maintain all collection bins; and
  - Store and maintain dumpsters to prevent overflow, leaking and to deter wildlife or illegal dumping.
- Organizers need to **educate event staff and vendors** about the location and availability of dumpsters.
- **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](mailto:ARRSpecialevents@austintexas.gov)
- After an event, the event organizer must provide evidence (copies of invoices, receipts, weight tickets) that waste reduction and recycling services were provided.

#### Material Bans and Prohibitions

- Event planners, operators, and vendors may not distribute polystyrene (Styrofoam) to event employee or attendees at any event held on City park grounds (City Code 14-1-24);
- Event planners, operators, and vendors may not distribute glass containers to event employees or attendees at any event held on City park grounds (City Code 8-3-6)