

Windham Solid Waste Management District

Event Recycling Station Lending Policy

The Windham Solid Waste Management District (WSWMD) will lend Event Recycling Collection Stations (Station) to help your event reduce waste as much as possible. Each Station consists of a recycling, food scrap/paper (for composting), and trash container. In addition, the WSWMD will provide *up to* fifteen collection bags/liners per station (depending on the size of the event).

What You Need To Do

1. Complete the [WSWMD Event Bin Sign-Out Form](#) and mail or email it to WSWMD's Programs Manager at recycle@windhamsolidwaste.org
2. Requests are fulfilled on a first-come, first-reserved basis. *Events held in WSWMD towns have priority over events held in non-District towns.*
3. A refundable deposit of \$10.00 per Station may be required. The deposit will be returned when the bins are returned, neatly stacked, clean, and in the same shape you borrowed them.

Event organizers may be held liable for the replacement costs for containers or signs that are damaged or lost.

4. Pick up the Stations at the WSWMD administrative offices (327 Old Ferry Road, Brattleboro) Monday – Friday between the hours of 9:00 a.m. and 3:00 p.m. *Stations should be returned the next business day after the end of the event.*
5. Stations should be monitored in order to limit contamination of collected materials. Food scraps/soiled paper which is contaminated CANNOT be composted. Contact the District's Programs Manager for more information and monitoring tips.
6. Dispose of trash, recyclables, and food scraps/paper appropriately (see options on back page)
7. Return Stations and unused bags.

Signage

The WSWMD will provide signs to direct users to the correct container. Specialized signs can also be developed if needed.

For More Information

Send an email to John Fay, recycle@windhamsolidwaste.org or call 257-0272 ext. 113 with any questions.

Available Event Recycling Collection Stations

The WSWMD offers two types of Stations.

Option 1:

Our newest option is the 3-bin Recycling Station. They are an all-on-one station that collapses into 5 pieces for transport. Each section of the container (recycling, compost, and trash) holds a 30-gallon plastic bag. The signs slip into clear sleeves on the top of each, and can be customized. Dimensions: 30" width X 20" depth X 31" height.

The cost to replace each Station is \$100.00.



Option 2:

These stations consist of three 30-gallon corrugated plastic recycling bins. These bins are lightweight and fold down for easy transportation. Each bin will come with a metal “H-wire” frame stake that holds the signage (just behind the bin) and is placed into the ground.

Note: Signage for these Stations requires that it be stuck into soil or grass; they are not free standing and do not attach to the containers. We can provide smaller signs for placement on a wall or other surface as an alternative.



The cost to replace each container is \$25.00; Cost to replace signs is \$15.

Disposal and Recycling Options

Recycling:

- Contract with a private hauler.
- Use the host town's transfer station (when available).
- Bring collected materials to the WSWMD Transfer Station during hours of operations (Friday 7:00 am – 3:00 pm and Saturdays 8:00 am – 1:00 pm; 257-0272). There is no charge for recyclables collected at special events.
 - Please keep cardboard, redeemable containers, and glass bottles separated from other recyclables (these go in separate bins).

Food Scraps/Soiled Paper:

- Contract with a private hauler.
- Use the WSWMD Transfer Station. We will accept food scraps/soiled paper for composting at no charge from special events.

Trash:

- Contract with a private hauler.
- Use the WSWMD Transfer Station. Charges will apply for trash disposal; call (802) 257-0272 for current pricing.