**THE MORAY COUNCIL**

**RECYCLING AND WASTE FOR EVENTS**

**EVENTS CLEANUP REQUEST FORM**

To organise your cleanup email us at [waste@moray.gov.uk](mailto:waste@moray.gov.uk) or telephone us on 01343 557045 before your event with the following information:

|  |  |
| --- | --- |
| **Event Information** | |
| Event name |  |
| Event date |  |
| Event location |  |
| Expected number of attendees |  |
| Expected number of cleanup volunteers |  |
| **Contact Information** | |
| Name (and role in event) |  |
| Telephone number |  |
| Email address |  |
| **Equipment Drop-off** | |
| Drop-off location |  |
| Drop-off date |  |
| Drop-off time |  |
| Drop-off contact person |  |
| **Equipment Return** | |
| Return location |  |
| Return date |  |
| Return time |  |
| Return contact person |  |
| **Waste Collection (for small community events only)** | |
| Pick up location for refuse bags of collected litter and waste |  |

**Licences**

For information about applying for a [Public Entertainment Licence](http://www.moray.gov.uk/moray_standard/page_65870.html) for your event contact our Licensing Section by email at [civic.licensing@moray.gov.uk](mailto:civic.licensing@moray.gov.uk) or phone 01343 563027

**More Information**

For advice about how to reduce, reuse and recycle waste at your event contact us by email at [waste@moray.gov.uk](mailto:waste@moray.gov.uk) or phone us on 01343 557045