



Number of recycling bins checking out and number of bags requested: _____ Bins _____ Bags _____

I understand the recycling containers are to be used for collecting recyclable materials at our community event. The recycling containers are provided with the clear bags and are in working condition. I will return the containers (cleaned and in good repair), the recyclables collected, along with any unused bags at the conclusion of our community event. In the event the recycling containers are lost or damaged, I agree to pay Sunflower Diversified Services \$150.00 each in replacement cost.

I understand I am responsible for taking all recycling materials collected and the bins to Sunflower Diversified Services Recycling facility located at 8823 4th Street in Great Bend, KS.

IMPORTANT: PICK UP AND RETURN HOURS ARE MONDAY - FRIDAY FROM 9 AM - 4:00 PM ONLY!

Name of Event/Organization

Signature

Date(s) of Event

Address

Contact Phone 1

City, State, Zip

Contact Phone 2

Contact Email Address

FOR USE BY SDS STAFF ONLY

Check Out Date _____

Date Due Back _____

Employee Initials _____

Checked Availability on SDS Calendar

Bins Returned _____

#Bags Returned _____

Bins Returned _____

Bags Returned _____

Called/Emailed Confirmation

Date Returned _____

Logged on SDS Calendar

Damage? If so explain _____

SDS to Provide Delivery Service

Bins _____

Bags _____

Employee Sign In _____

Employee Sign Out _____

Email Request Form to: sbates@sunflowerdiv.com **Fax to:** 620-792-4709 **Mail to:** PO Box 838 Great Bend, KS



Recycling Containers Available for Use at Community or Special Events

Planning an event for your neighborhood or a special event for the community?

Sunflower Diversified Recycling has beverage recycling containers that are available at no cost to event organizers.

We may also be able to provide delivery and pick up for collection and a trailer for cardboard recycling as well.

Call Shawn at 620-792-1321 for more information.

- Maximum of 20 recycling containers are available for use.
- Reservations must be made in advance.
- Recycling containers are reserved on a first come, first serve basis.
- A minimum of 10 containers are required in order to request delivery/pick up services.
- Containers must be returned cleaned and in good working order after the conclusion of the event.
- There is a \$150 replacement fee for lost or damaged containers.
- Event organizers are responsible for taking all recyclable materials, BINs and BAGS to Sunflower Diversified Services recycling center unless delivery/pick up services are arranged.
- Recycling containers can be picked up and returned Monday - Friday from 9 am to 4 pm at the Sunflower Diversified Services located at 8823 4th St. Great Bend, KS

To request recycling containers for your event, please contact us at 620-792-1321 to request the reservation form then submit the completed form by:

- Fax to 620-792-4709
- [Email](mailto:sbates@sunflowerdiv.com) : sbates@sunflowerdiv.com
- Mail form to:

Sunflower Diversified Services

Attn: Shawn Bates

PO Box 838

Great Bend, KS 67530

Submit your request as early as possible, especially in warm weather when demand for recycling containers is high!