

KENT COUNTY ENVIRONMENTAL OPERATIONS DEPARTMENT

Request for use of Public Landings

Telephone: 410-778-7439 Fax: 410-778-7424 Email: tcoleman@kentgov.org

Requests are required to be submitted at least two (2) months prior to the event. Send completed form with Insurance Certificate by mail to the above Department at 709 Morgnec Rd. Chestertown, MD 21620 or utilize E-mail/Fax options.

Date _____ Name of Public Landing _____
Full Name _____
Organization _____
Mailing Address _____
City, State & Zip _____
Phone _____ Email _____
Date(s) Requested _____ Set-up Date and Time _____
Event/Function - Provide details of what landing will be used for: _____

Estimated Number of People Attending Event _____

Identify Preparation Work Required by County (If you need area cleared of equipment) _____

I understand that I am responsible for the repair/replacement of any damage incurred to the facility during the permitted activity and clean-up of the area utilized. I understand that failure to do so may result in the refusal for future use. Tent poles/stakes not permitted on Bulkhead @ Bayside Landing Park. INITIAL HERE

I understand that Kent County Environmental Operations Department, Kent County Government, its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by person or property as a result of the user's negligence or that of any member in their group. INITIAL HERE

I understand that any group or agency scheduling an event on a public landing MUST provide Kent County with a Certificate of Liability Insurance with a limit of \$1,000,000. Certificate of Liability must be submitted with this form. INITIAL HERE

I understand that the public landings are "public" and every effort shall be made to ensure that the public has access to the use of the landing, boat ramp and slips where applicable. INITIAL HERE

Recycling is required for events that meet the following Special Events Recycling Program (SERP) criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance. (Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.)

By signing below, the Special Events Organizer (SEO) certifies that:

1. The SEO has received the SERP Fact Sheet;
2. Recycling will be provided in accordance with the requirements of the SERP;
3. The SEO will recycle (check all that apply):

Cardboard

Plastic Containers

Metal Containers

Glass Containers

Paper

Food Scraps

Recycling will be performed by _____

and materials delivered to _____

Event Organizer's Signature _____

SPECIAL EVENT RECYCLING

FACT SHEET

What are My Responsibilities Under the Special Events Recycling Program (SERP)?

Under Maryland Law, special event organizers are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance.

You are responsible for providing and placing recycling receptacles adjacent to each trash receptacle at the event (except if already existing on site). Recycling receptacles must be clearly distinguished from trash receptacles by color or signage. You must ensure that the recyclables are collected and delivered for recycling. Finally, you are responsible for any costs and labor to carry out the recycling program at your event.

Which Materials Must be Recycled?

You must provide for recycling of at least plastic containers, metal containers, glass containers, and paper. If you will be serving food at the event, you must assess the availability of recycling service for food scraps, and if available, provide it. Note that you must provide separate collection bins for food scraps and other recyclables if food scraps collection will be provided. Edible surplus food may also be donated.

What Steps Should I Take Before the Event?

1. Obtain any required permits, licenses, and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations. Infinity Recycling provides event recycling – 410-928-3333
5. Visit the event venue and determine the number and location of trash receptacles.
6. Purchase or rent recycling receptacles for placement adjacent to all trash receptacles and deliver the recyclables to a Kent County recycling drop-off center. Free/printable images for signage are available here: <http://www.recycleminnesota.org/resources-6/free-signs-a-images>
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

Where Can I Find More Information?

For more information and assistance in setting up the recycling program, please contact the Kent County Environmental Operations Department at 410-778-7439 and the manager of the event venue.

Helpful link:

- EPA's "Recycle on the Go" Website:
<http://www.epa.gov/epawaste/consERVE/tools/rogo/index.htm>