



WASTE SERVICE APPLICATION FORM FOR FUNCTIONS / EVENTS

About this form

Use this form to request waste services at City of Ryde facilities.

Council Contact Details

Customer Service 1 Pope Street, Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670

Email cityofryde@ryde.nsw.gov.au
Phone (02) 9952 8222

PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

Company / Organisation					
If applicable					
Title	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ Other
Given Name			Family Name		
Address					
Suburb				Postcode	
Preferred contact	☐ Mobile	☐ Phone	☐ Email		
Mobile			Phone		
Email					

PART 2 : EVENT DETAILS FOR WASTE SERVICES

Name and location of function or event			
Date of Function		Expected Numbers	
Bin Delivery Date		Bin Collection Date	

PART 3 : APPLICANT TYPE

Please indicate the applicant type ☐ Community ☐ Commercial (Please see terms and conditions over page)

PART 4 : WASTE SERVICE REQUEST – COMMERCIAL

(Please use table over page to determine bin requirements)

Garbage:	240L bin	x	☐	@ \$22.00 per bin	Total \$	
Garbage:	1100L bin	x	☐	@ \$71.00 per bin	Total \$	
	(Parks Only)					
Recycling:	240L bin	x	☐	@ \$22.00 per bin	Total \$	
Delivery and Collection					\$	92.50
Applicable for ALL request for bins at events. Bins are delivered and collected Monday to Friday for weekday and weekend events					Total Charges	\$

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY	Receipt number		Amount paid \$		Date received	
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PART 5 : WASTE SERVICE REQUEST – COMMUNITY

(Please use table below page to determine bin requirements)

Garbage:	240L bin	x		@ \$22.00 per bin	Total \$	
Garbage:	1100L bin	x		@ \$71.00 per bin	Total \$	
	(Parks Only)					
Recycling:	240L bin	x		@ \$22.00 per bin	Total \$	
(Reduced further when bundled with waste)						
Delivery and Collection					\$	92.50
Applicable for ALL request for bins at events. Bins are delivered and collected Monday to Friday for weekday and weekend events						
Total Charges					\$	

PART 6 : DECLARATION

☐ By signing this form I agree to the terms and conditions below

Applicant Name

Applicant Signature

Date

PART 7 : TERMS AND CONDITIONS

- Prices quoted are valid from 1 July 2026 to 30 June 2027
- This form must be lodged a minimum of two (2) weeks before your booked event
- This service is available at City of Ryde facilities only
- Reduced rates on bin hire are available to community customers who meet the below criteria. All other applicants will be charged commercial rates
 - Community** means a registered not-for-profit organisation/group/school primarily based within the City of Ryde local government area
 - Commercial** means any business, political group or other organisation that does not meet the Community criteria above. Please note that not-for-profit organisations that are not primarily based in the City of Ryde local government area are categorised as Commercial for the purposes of this application
- Bin delivery and collection dates are subject to approval
- Hired bins are the responsibility of the venue user, Council cannot guarantee that bins will not be used by others prior to your event
- Any excess waste must be removed by the venue user at the conclusion of your booked event. Additional waste/recycling left behind will result in a portion of your bond being retained to cover the cost of cleaning and disposal
- Recycling bins are for the disposal of plastic and glass bottles, cans and clean paper only – no plastic bags, soiled serviettes, dirty food containers/foil trays or greasy pizza boxes etc. Recycling bins found to be contaminated will be treated as garbage and the additional disposal cost recovered from your bond
- Waste Generation Rates:

Type of event	General waste	Recycling
Hall: Meeting/gathering/recital – light refreshments (tea/coffee/sandwiches)	Min 1 x 240L general waste bin - up to 250 people	Min 1 x 240L recycle bin - up to 250 people
Hall: Social event/wedding etc (buffet style/sit down meals)	2.5L waste per person	1L recycle per person
Park: Sports carnival, large social gathering, DA approved event (food trucks/food stalls/food provided)	Minimum of 1 x bin station (1 x 240L waste and 1 x 240L recycle together). Then an additional bin station per 100 people thereafter. Bins to be adequately spaced throughout the area for optimum usage	

- Venue/Park hirers who decline to order bins through council must remove ALL waste and recycling from the premises at the conclusion of their event. Where waste is found to be left behind, the venue/park hirer understands and agrees that the cost of cleaning and removal of said waste will be deducted from their bond.
- City of Ryde, in alignment with our ban on single use plastics, encourages venue/sportsground hirers to consider the environment.
 - Avoid single-use plastic cutlery and serving items - Consider reusable or compostable alternatives
 - Choose reusable decorations such as bunting instead of balloons. Reusable bunting and fresh flowers for decoration are a great alternative to single use balloons and are much better for the environment.
 - Avoid disposable coffee cups and single-use plastic stirrers, choose alternatives such as reusable cups wooden stirrers or metal spoons.
 - Replace single-use plastic water bottles with a reusable water bottle or crockery instead
 - Go without single use straws or choose a reusable alternative
 - Too much food? Replace disposable containers with reusable containers and take your leftovers home.
 - Consider using paper bags or reusable bag alternative over single-use plastic bags.