

# Event Bin Request Form



43 – 47 Bulwer Street Maitland NSW 2320 Phone: 4934 4674 Fax: 4934 4745 E: [admin@hrr.com.au](mailto:admin@hrr.com.au) ACN 071 432 570 ABN 35 071 432 570

This form is to be completed for all events that require Recycling Bins

*A minimum 21 days notice is required for all event bookings*

Completed forms are to be emailed to: [admin@hrr.com.au](mailto:admin@hrr.com.au) only

<b>Council:</b>	Singleton Council	
<b>Event:</b>		
<b>Event Location:</b>		
<b>Event Date/s:</b>		
<b>Bin Delivery Location:</b>		
<b>Bin Delivery Date:</b>		
<b>Bin Service Date/s:</b>		
<b>Bin Removal Date:</b>		
<b>No of 240 Litre Event Recycle Bins</b>		
<b>No of Recycle Skip Bins</b>		<b>Size:</b>
<b>Project No:</b>		
<b>Event Coordinator:</b>		
<b>Contact Phone No:</b>		

### Office Use Only

<b>HRR:</b>		<b>Solo</b>	
Approval Date:		Date Received:	
Approved By:		Skip booking made (date):	
Emailed to Solo (date)		Skip confirmed as booked:	
Confirmation from Solo (date)		Date Confirmed with HRR:	
Event confirmed with Council:		Contact Details:	