



City of Laredo Solid Waste Services
 6912 HWY 359 Laredo, Texas 78044-1965
 Phone: (956) 796-1098



Service Request Form for Willie Botes (garbage carts) for Event

Fill out form completely especially required red-outline fields.

Applicant Name: _____ **Applicant Phone number:** _____

Name of contact person at event: _____ **Contact person cell number:** _____

Name of event: _____

Address of event: _____ **Event Starting Time :** _____

Date of event: _____ **Estimated amount of people at the event:** _____

Organization name: _____ **Phone number:** _____

Organization Address: _____ **Laredo, Tx Zip Code:** _____

City Sponsored Event **Non-City Sponsored Event** (Must be open to the public and sponsored by non-profit, church, or charity).
 Project Number: _____

Option # 1 : If request approved, Solid Waste Services will provide green carts for garbage collection at the event. This service is at no cost for City Sponsored events only. Non-City Sponsored events have a \$180.00 service fee. This fee includes delivery and pick-up of green carts for garbage and disposal of waste.

Quantity of Garbage Carts: _____ *Quantity of Recycle Carts:* _____ *Number of days that carts are needed at site:* _____
Date and time of delivery: _____ *Date and time of pick-up:* _____

Option # 2: If request approved, Solid Waste Services will provide garbage carts, garbage truck, and personnel for the event. One crew consists of 3 employees and can service an event up to 250 people. Service includes staff monitoring garbage carts and emptying them as needed. This service is at no cost for City Sponsored Events only. The service fees for Non-City Sponsored events are as follows: One crew (3 employees) service fee is \$180.00 an hour, two crews (6 employees) service fee is \$360.00 an hour, and three crews (9 employees) is \$540.00 an hour.

Quantity of Garbage Carts: _____ *Quantity of Recycle Carts:* _____ *Number of days that carts are needed at site:* _____
Date and time of delivery: _____ *Date and time of pick-up:* _____
 Number of hours requested for the crew to be at site: _____

<i>Please check one box.</i>	ONE CREW (3 employees)/	TWO CREWS (6 employees)/	THREE CREWS (9 employees)/
<i>Quantity of crews needed.</i>	\$180.00 an hour	\$360.00 an hour	540.00 an hour

Staff is not responsible for garbage that is left outside the carts. All garbage must be inside the carts. Any lost or damaged carts will be \$50.00 per cart.

This form must be submitted 14 (fourteen) days prior to date of request. The completion of the form does not mean your request has been approved.

Approval of this request will be based on department policy, availability of staff, and City of Laredo policy.

Signature of applicant: _____ **Date:** _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Request is Approved <input type="checkbox"/> Request is Denied Date: _____	Signature of Director: _____ Comments: _____
<input type="checkbox"/> Request is Approved <input type="checkbox"/> Request is Denied Date: _____	Signature of City Manager or Assistant City Manager: _____ Comments: _____