

City of San Juan Capistrano
Community Services Department
Special Event Recycling Program

The City of San Juan Capistrano is required by State mandate to participate in a plan to reduce waste through recycling efforts. This recycling program is an opportunity for you to assist the City in meeting these state requirements. The city reserves the right to require proof of a recycling plan for an activity. This service is to be provided at the renter's expense.

- Once an application is submitted, a preliminary review by City staff will determine whether a recycling plan is required.
- If a recycling plan is required, the renter is required to make arrangements with CR&R.

CR&R: Recycling Specialist (949) 728-0446

Please let Maria know the City of San Juan Capistrano has directed you to contact her to make arrangements for a special event recycling plan.

- A confirmation notice from CR&R will be required before the application will be approved.
- CR&R will forward a notice if confirmation to the City that includes:
 - 1) Name of the renter
 - 2) Date service is to be provided
 - 3) The name of the City building or park where the service is to be provided
 - 4) A description of the recycling plan for the event
- It is the responsibility of the renter to ensure that confirmation notice is submitted to the City. When a recycling plan is required by the City, a facility use permit will not be approved until the City has received this written plan from CR&R.

● **Recycling Suggestions:**

Beverages:

- Please serve beverages in plastic bottles or aluminum cans (no glass containers at events)
- If cups must be used (such as for coffee), please use paper cups in place of Styrofoam or wax-lined cups

Condiments:

- Please use bulk condiment dispensers instead of individually wrapped packages of ketchup, mustard, relish, sugar, dry creamer, etc.