

# City of Golden Sustainable Event Regulations



City of  
Golden

Revised January 2023

## Contents

Introduction.....	3
City of Golden Sustainability Goals .....	3
Making Your Event a Sustainable Event .....	4
Event Deposit.....	4
Trash and Recycling Receptacles .....	5
Waste Diversion Requirements.....	5
No Styrofoam ® or Polystyrene products.....	5
Dumpster Service.....	6
Recyclable Vendor Service Ware Rules .....	6
Acceptable Drink Service Items .....	7
Rebates.....	7
Volunteer Training.....	7
Vendor Letter Template.....	8
Alternative Transportation .....	9
Water Stations .....	10
Event Checklists.....	10
FAQs:.....	12

## Introduction

The City of Golden is striving to make special events as sustainable as possible and to reduce solid waste by 80% by 2030. We need your help as an organizer to help us make that happen. Events, just by their nature, produce an excessive amount of waste – half of which is from food serviceware. Fortunately, Golden has an extensive supply of resources to help you make your event more sustainable.

The City of Golden Sustainable Event Regulations are designed to assist organizers in producing sustainable events at the City of Golden properties. The goal is to achieve lower energy use and higher waste diversion to lessen the environmental impact of events and to educate organizers, vendors, and attendees about sustainable practices.

Although we should all always strive for zero waste events, due to changes in the organics industry across the front range of Colorado, organics collection will not be a part of the 2023 sustainable event program in Golden. We hope to bring this component of waste diversion back in the near future.

## City of Golden Sustainability Goals

As adopted through Resolution No. 2656 in February 2019, Golden intends to meet the following Sustainability Goals:

### A. Energy.

- 1) Renewables. To achieve 100% renewable energy for electricity by 2030 and 100% renewable for heating by 2050. To align Greenhouse Gas Emission reductions with the Paris Accord by 2050.
- 2) Efficiency. To reduce consumption of electricity by 15% by 2030 and reduce consumption of natural gas by 15% by 2030.
- 3) Transportation. To achieve 20% fossil fuel-free transportation sector by 2030 and 100% fossil fuel-free transportation sector by 2050.

### B. Waste. To reduce total landfill contribution by 40% by 2030. This means:

- 1) Recycle 80% of recyclables by 2030.
- 2) Compost 80% of compostable material by 2030.
- 3) Reduce total trash by 20% by 2030.
- 4) Strive for zero waste in municipal operations by 2030.

### C. Water.

- 1) Responsible Use. To reduce per capita total water use in Golden by at least 15% by 2030.
- 2) Drought Planning. To develop a resiliency plan by 2020 to prepare for a time where Golden's and Colorado's climate may be substantially warmer and drier than it is today.
- 3) Resource Recovery. To develop and implement a plan by 2020 where Golden's surplus water is used effectively not only to manage the cost of water and sewer services, but to enhance the environment in Golden and

elsewhere in our watershed. And to recover resources from the city's wastewater by 2030.

### Why Zero Waste?

- Golden's closest landfill currently has less than a 15-year lifespan to keep accepting trash. In order to keep trash hauling affordable for our community and minimize the environmental impacts of hauling trash even farther away, Golden needs to be a regional leader in waste diversion and reduction. Establishing new landfills is not sustainable due to lack of available land, pollution (methane emissions, other greenhouse gas leaks, groundwater pollution, etc.), high maintenance costs, and inadequate landfill closing accountability.
- The linear model of consumerism (extracting virgin resources for products and packaging, then discarding these resources to landfills or incinerators) is a primary cause of global resource depletion and associated environmental, climate, and social degradations. The circular economies of recycling and composting allow us to recover most materials with less energy, less GHG emissions and at a much lower cost.
- To sustainably manage our resources, our community can channel materials into local economies of reuse.

### Key Components of Zero Waste

1. Source reduction: Eliminate waste at its source. This includes choosing products that come with little or no packaging, such as beer kegs instead of bottles, or other types of bulk items. Source reduction also eliminates unnecessary items like frilly toothpicks, paper doilies, and inedible garnishes. Product stewardship is an important part of source reduction and emphasizes selecting materials with their best end use in mind.
2. Recycling: Processes used materials into new products to divert waste from the landfill. Recycling helps to conserve natural resources, reduce air and water pollution, generate less solid waste, and reduce the year-to-year costs of extracting and manufacturing new products.
3. Composting: Turns organics such as food scraps, yard waste, and paper back into soil that can be used to grow new plants and crops. Organics account for a significant component of solid waste. Furthermore, the mixing of organics with traditional waste at landfills generates an immediate combustion of methane, a greenhouse gas that is 110 times more potent in the near term (over 20-year period) than carbon dioxide, making food residual diversion an important global warming mitigation strategy.

## Making Your Event a Sustainable Event

### Event Deposit

The City of Golden requires a \$300 refundable deposit due at the same time as your event application fees. This "Green Event Deposit" is for the use of any City sustainability equipment including trash and recycle bins, bike racks, or temporary water stations. This amount will also serve to cover any fees or penalties from the waste hauler resulting from dumpster damage or material contamination.

After all City equipment is received by City staff in good working order, and the final billing is received by City staff from the waste hauler (usually no more than a week after the event ends), then the deposit will be refunded to the event organizer. In the event that the amount of charges from the hauler exceeds the deposit, the event organizer is responsible for any overages.

## Trash and Recycling Receptacles

The City will provide trash and recycling frames and equipment to all Tier 1 and Tier 2 events. The rental of this equipment must be coordinated through the City of Golden Special Events office and picked up and returned to the City of Golden's facility at 1065 Archer Street, Golden, CO 80401 unless otherwise pre-arranged.



*Correct Placement*



**Placement of waste stations.** At your event, the waste stations must be set up in sets of two, including one waste and one recycle bin. Bins should never be placed separately to avoid the risk that event attendees place waste in the closest, but incorrect bin.

**Bag liners.** The City will provide a supply of bags for use in the waste stations. Please note that specific bags are to be used for each bin, including:

- ✓ Trash: Clear with black TRASH lettering
- ✓ Recycling: Clear with blue RECYCLE lettering

## Waste Diversion Requirements

### No Styrofoam ® or Polystyrene products.

**All City of Golden permitted events are required to prohibit the use of Styrofoam ® or polystyrene food service ware, including clamshells, cups and plates.** Event organizers should thoroughly communicate the requirement to all vendors who are scheduled to attend. Vendors who arrive on the day of the event with Styrofoam® products will be asked to leave the event.

## Dumpster Service

City Staff will work with event organizers to determine the number of trash and recycle dumpsters that are needed for each event. The City contracts directly with a waste hauler for dumpster services for events each year, using a bid system and selecting a waste provider that offers competitive pricing. The event organizers will be responsible for paying the City for the cost of these dumpsters either with their event fees before the event start date, or when invoiced after the event.



**Contamination.** The City takes reports of contamination extremely seriously. Your event will be responsible for ensuring all recyclable materials are accepted for processing, and the waste hauler has final decision as to whether a dumpster is clean enough to be recycled or gets diverted to the landfill. The City of Golden will provide education for organizers to use with vendors/attendees to ensure clean streams of recyclables.

When dumpsters are picked up after the event, the waste hauler will determine acceptable streams of materials and any fees or penalties incurred for dumpster contamination will be deducted from the sustainable event deposit. If the waste hauler reports that they will not recycle an event's dumpster's due to contamination, it may affect that event's ability to be permitted in the future.

By offering recycling services, the event organizer commits to all necessary measures to ensure that materials truly get diverted from landfill. This is necessary in order to build trust among event vendors and attendees that their efforts will make a positive impact.

**Recycling Dumpsters.** Any type of plastic bag, film, or soft wrapping are considered contamination in the recycling stream. **This includes the blue and transparent "recycling" bags that are provided for collection.** These bags need to be torn open, and the materials dumped loose into the dumpster.

❌ Absolutely no plastic bags are allowed in recycling dumpsters, the event may incur extra charges if contamination occurs, and the sustainable event deposit could be forfeited if recyclable materials are contaminated with bags.

## Recyclable Vendor Service Ware Rules

Recyclable materials that are accepted at your event are limited to certified recyclable cups, glass bottles and cans. Note that not ALL plastic cups are recyclable, and to create a clean stream it is important to know which items will be accepted in the recycling stream. Vendors can serve drinks in acceptable recyclable containers, noting that Styrofoam or Polystyrene is PROHIBITED. Vendors should avoid certain plastics, as well as plastic lined cups. The City of Golden discourages the use of straws.

## Acceptable Drink Service Items

The following drink service items **ARE** acceptable for use at your event:

Plastic Bottles  
Aluminum Cans  
Glass Bottles  
Juice Boxes (tetrapacks)  
Plastic Cups  
Paper Cups (including hot beverage/coffee cups)

Please note that ALL Styrofoam® and polystyrene service items, including cups, plates and bowls are PROHIBITED.

## Rebates

The City of Golden wants to partner with you to make yours a sustainable event. We are pleased to be able to offer rebates to Tier 1 and Tier 2 events who voluntarily meet the following more stringent sustainability measures:

- \$250 Rebate: Staffing each waste station with a volunteer or event staff member throughout the event to help attendees dispose of waste in the correct bins and to correct any contamination.
- \$100 Rebate: Promoting alternative methods of transportation options, (bicycle, RTD, light rail) through at least two forms of media (print, radio or online). Proper documentation must be provided.
- \$250 Rebate: Prohibiting and enforcing the prohibition of the distribution or sale of single-use plastic bottled water.

These rebates are available once per event permit, not on a per event day basis.

## Volunteer Training

Your volunteers should be trained to know how to staff and maintain waste stations. In addition to answering basic sorting questions, volunteers may be asked other questions about how we strive to achieve zero waste and following best practices for sustainable events. The City can assist your volunteer training by providing educational materials.

Step 1: Determine how training will be performed. Send informational materials by email in advance. Hold a training on the morning or day of the event. Give a brief training to volunteers at the start of *each* shift.

Step 2: Ensure all event volunteers receive instructions on where to take full bags and how to prevent contamination in bringing bags to the dumpsters.

- ☐ Do you know where the trash and recycle dumpsters are?

- ☐ Do you know where replacement bag liners are stored and how to use the correct bag for each (clear plastic with black lettering for TRASH, clear plastic with blue lettering for RECYCLE)?
- ☐ Are you aware that all bagged recyclables must be removed from the plastic bag BEFORE dumping into the recycle dumpster? Do you know that the plastic bag then is disposed of in the trash dumpster?

Step 3: Develop training that will enable volunteers to engage attendees with Zero Waste questions:

- ☐ Do you know where this trash goes when it leaves this event?
- ☐ Do you know where to sort your waste?
- ☐ Do you have any questions about this waste sorting station?
- ☐ If you avoid single-use materials and use reusable materials instead, you will save valuable resources and prevent unnecessary waste from being incinerated or landfilled.

Step 4: Provide volunteers with a 1-page “cheat sheet” with talking points, available on the City website.

## Vendor Letter Template

Being a sustainable event relies on the vendors at your event understanding their responsibility to use acceptable serviceware items. Their buy-in will help ensure a sustainable event and the opportunity for you, as the organizer, to apply for future event permits in the City.

Send this sample letter to any Food or Drink vendor in advance of your event to ensure your event meets the City's packaging requirements. A download of the vendor letter is template is available on the City of Golden website, at

<https://www.cityofgolden.net/play/events/special-event-planning/>

[DATE]

[EVENT ORGANIZER NAME]

[EVENT ORGANIZATION]

[EVENT ORGANIZATION ADDRESS]

Dear [Vendor]:

As a condition of being issued a Special Event Permit by the City of Golden, we are participating in the City's Sustainable Events program. Public events generate a tremendous amount of waste, much of which can and should be diverted from landfills through a comprehensive recycling program. As part of our events permit, we will be diverting recyclable materials from our landfill contributions this year.

A Sustainable Event is more than just an event with recycling bins. By participating, our event will adhere to the City of Golden regulations and be allowed to return for future events.

Additionally, being a Sustainable Event will:

- Make our event more attractive to sponsors and attendees
- Provide a clean, positive environment for attendees
- Support long-lasting community change toward recycling and waste reduction

As a vendor at a City of Golden Sustainable Event, you will be required to:

1. Ensure that the food service items that you provide to your customers are consistent with the list of acceptable items in the Sustainable Event [Regulations](#). Simplifying the waste stream is essential for making recycling possible for event attendees.
2. Recycle or reuse back-of-house waste that you create in your booth or food truck, including packaging and containers.
3. Agree to **NOT** use any Styrofoam or Polystyrene, as these items are **PROHIBITED** at all City of Golden permitted events.

If you have any questions regarding accepted or unaccepted items, packaging, contact the City of Golden Sustainability Division at [goldensustainability@cityofgolden.net](mailto:goldensustainability@cityofgolden.net). We look forward to a great event season and to reducing our environmental impact. You can download a copy of the Sustainable Event [Regulations](#) on the City of Golden website or by using this link: [https://www.cityofgolden.net/media/Sustainability\\_Regulations\\_2023.pdf](https://www.cityofgolden.net/media/Sustainability_Regulations_2023.pdf) Your participation is key to helping us reaching our waste reduction goals. Thank you!

Sincerely,

[Event Organizer Name]

*Vendor Letter Sample*

## Alternative Transportation

**Bicycle Parking.** Events are required to provide clearly marked and accessible bicycle parking using the permanent bike racks within the City or city-owned temporary bike racks with signage. In either case, **bike parking must be within one City block of your event** entrance and be clearly identified to attendees.

Event organizers are required to pick up and drop off the temporary bike racks if there are no permanent racks at the location of your event. A truck and assembly are required to haul the wooden supports and 12-foot lengths of galvanized pipe. Equipment must be returned in clean and disassembled condition.



**Transit Options.** Organizers should encourage both event workers and attendees to use alternate transit. RTD's trip [planner](#) can help anyone get to Golden from almost anywhere in the metro area, via bus or light rail.

## Water Stations

In an effort to reduce the use of single use, disposable water bottles, the City of Golden has installed permanent water filling stations at several city parks. Event organizers should encourage attendees to bring their reusable water bottles from home and use any of the public drinking fountains or water bottle filling stations. The City can also provide, upon request, temporary water filling stations at your event. This service is not available at all locations. Contact the City of Golden Sustainability Division at [goldensustainability@cityofgolden.net](mailto:goldensustainability@cityofgolden.net) to find out if water stations are available at your event. As a reminder, you may also claim a rebate for the strict enforcement of single use water bottles at your event. See the "Rebate" section of this guide.

Single use beverage containers are prohibited in creek areas to prevent pollution in Golden's waterways



## Event Checklists

### Prior To The Event

Help **REDUCE** waste before it starts:

- ☐ Utilize digital materials to avoid printing materials to the extent possible but use 100% post-consumer recycled content paper if necessary to print items.
- ☐ Communicate with your vendors that **Styrofoam materials are prohibited** and reconfirm before the event their obligation to not use Styrofoam.

Vendors that arrive on the day of the event with Styrofoam materials will be asked to leave.

- ☐ Send the Vendor Sample letter to all your event vendors
- ☐ Avoid single serving condiments (mustard, ketchup, mayo, sugar etc.) – opt for bulk dispensers instead
- ☐ Consider finger foods that don't require utensils.
- ☐ Encourage public transportation and advertise bicycle parking locations before the event.

### **During The Event:**

- ☐ Train newly arrived volunteers and staff.
- ☐ Set up waste stations, add bag liners and signage for recycling.
- ☐ Add additional waste stations near food vendors if helpful.
- ☐ Know which items are recyclable and acceptable to the waste hauler
- ☐ Break down and flatten cardboard boxes and use designated recycling bins/locations.
- ☐ Pizza boxes are NOT recyclable, and should be placed in the trash
- ☐ Offer single-use plastic bags only upon request. Please note that in 2024, these materials will be prohibited entirely from City events in alignment with the State law.
- ☐ Turn off vehicles while loading and unloading to reduce GHG emissions, enforce a no idling policy for vendors and volunteers.
- ☐ Utilize this opportunity to highlight your organization's sustainable practices and help educate the event attendees on how they can be more sustainable.
- ☐ Encourage use of nearby water bottle filling stations for event attendees.

### **After The Event:**

- ☐ All bagged recyclables must be torn open before placing materials in recycling dumpsters. If your event is found to have plastic bags in the recycle dumpsters, the event may incur extra contamination costs and loss of the sustainable event deposit.
- ☐ Cardboard should be flattened, and single-stream materials brought to recycling dumpster.

## FAQs:

### **Q: What is recyclable and what is not?**

A: Acceptable materials include glass, aluminum, tin, and #1 and #2 plastic (cans, bottles, etc.), cardboard, paperboard, and mixed paper, including newspaper, magazines, and flyers. Containers should be rinsed out and dry to the best extent possible. A full list of recyclables is available [here](#).

Greasy and food-soiled pizza boxes, paper wrappings & napkins are currently not accepted in the recycling stream and should be placed in the trash. Larger pieces of metal (tent spikes, fittings, or other metal equipment) are not accepted in the single stream recycling provided at the event but should be taken to metal specific recyclers.

### **Q: What goes in Trash?**

A: Whatever else is left, but generally plastic film, plastic bags, and bits of plastic smaller than the size of a credit card. Pizza boxes go in the trash as well. Paper cups that have plastic or wax lining, generally those used for hot beverage service, should go in the trash. Any electronic waste and medical waste are not allowed to be thrown in the trash as they are considered hazardous materials. Please dispose of at a certified e-waste facility.