



## Litter Letters Booking and User Agreement Form

Please complete the below details, sign and return to:

Waste Education Officer  
PO Box 234, Belmont WA 6984  
Tel: (08) 9424 2222  
**Fax: 08 9277 7598**  
**Email: WasteEducation@emrc.org.au**

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number(s): \_\_\_\_\_

### Which set of Litter Letters are you booking?

<p><u>Small Set of Litter Letters</u></p> <ul style="list-style-type: none"> <li>• Needs to be transported in a trailer.</li> <li>• Must be tied down &amp; secured.</li> <li><input type="checkbox"/> • Letters are around 1.5m tall.</li> <li>• Can be moved by a person, best with two.</li> <li>• Suitable for schools, community groups etc</li> </ul>	<p><u>Large Set of Litter Letters</u></p> <ul style="list-style-type: none"> <li>• Needs to be transported with a big truck, preferably with a hoist.</li> <li><input type="checkbox"/> • Letters are around 2m tall.</li> <li>• Needs several people.</li> <li>• Must be staked down &amp; secured.</li> <li>• Suitable for large clean-ups – generally with council involvement.</li> </ul>
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### This agreement is for the use of the Litter Letters at the following event

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Duration of Event: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

### Letters Pick Up and Drop Off at the EMRC Ascot Office (Mon-Fri, Business hours)

Date of Pick Up: \_\_\_\_\_

Approximate Time of Pick Up: \_\_\_\_\_

Date of Drop Off: \_\_\_\_\_

Approximate Time of Drop Off: \_\_\_\_\_

Contact Person: \_\_\_\_\_



## Litter Letter Guidelines and User Agreement

Please ensure you have read and understand the Guidelines and Agreement below.

- This agreement is for the use of the Litter Letters.
- The Litter Letters are made of wire and do have sharp bits from the wire ties sticking out in areas. Users need to use gloves when utilising them.
- Letters must be returned empty and in a clean condition.
- The event organiser is responsible for organising the emptying of the Litter Letters for the event and any waste disposal fees incurred.
- The event organiser is responsible for securing the letters so they cannot be stolen.
- The event organiser is responsible for ensuring the Litter Letters are located in a suitable location and any approvals required have been granted.
- Any damage needs to be reported to the EMRC.
- If there is a change in the drop off date for returning the Litter Letters to the EMRC, the contact person MUST let the Waste Education Officer know of the change by phone or email.

On behalf of the event organiser, I \_\_\_\_\_ hereby agree to the provisions of this agreement:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please see Reception on arrival to pick up or drop off.

**NOTE:** Please be aware pick up of letters from the EMRC will require significant reversing to access them.