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香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust
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Jockey Club “Events Go Green” Programme
“Waste Reduction Support for Green Events” Application Form

Application for Green Supports	
<input checked="" type="checkbox"/> Tailor-made waste reduction measures <input checked="" type="checkbox"/> Provide educational and promotional support <input checked="" type="checkbox"/> Provide event promotion and onsite environmental ambassadors and related information	<input checked="" type="checkbox"/> Coordinate onsite recycling and waste reduction measures <input checked="" type="checkbox"/> Provide a waste reduction evaluation report after the event
<p>Extra support (Optional and Free to join):</p> <input type="checkbox"/> Waste Audit – The Green Earth (TGE) will provide individual waste audit to investigate the quantity and types of waste generated in an event. The analyzed data can be used as the reference to plan for your waste reduction guidelines in future events. The waste audit result will be included in the waste reduction evaluation report provided after the event. (*With limited quotas, the organizer shall fulfill certain conditions. On the event day, sufficient space should be reserved for TGE to conduct the waste audit.)	
Organizer Information	
Name of Organizer:	
Nature of Organization*: Corporates / Social Enterprise / NGOs or Charity / School or University/ Others: _____	
*The applied events must be charity or non-profit events.	
Name of Contact Person:	Job Position:
Tel:	Email:
Event Details	
Event Name:	Event Date:
Event Time: To	No. of Participants: (between 300 – 5000 ppl)
Type of Activity: (E.g. Road Run / Exhibition / Carnival / Fair)	
Event Website (If applicable. Or please provide the promotional material of the event):	
Location: (Please send us your activity map, if applicable)	

Your promised or considering green measures to reduce waste at source

Waste Reduction at Source is the first step to go green and minimize unnecessary waste generated. Have you planned some green measures? Please tick the corresponding box(es) if you will take below actions.

Promised	Considering	Waste Reduction	Promised	Considering	Waste Reduction
<input type="checkbox"/>	<input type="checkbox"/>	Prepare materials based on the number of participants.	<input type="checkbox"/>	<input type="checkbox"/>	Encourage participants to bring their own baggage bags.
<input type="checkbox"/>	<input type="checkbox"/>	Remind participants to bring their own bottle.	<input type="checkbox"/>	<input type="checkbox"/>	Remind participants to bring their own eating utensils.
<input type="checkbox"/>	<input type="checkbox"/>	Options for useful/ environmental-friendly souvenirs.	<input type="checkbox"/>	<input type="checkbox"/>	Replace printed booklets by electronic ones to avoid unnecessary printing.
<input type="checkbox"/>	<input type="checkbox"/>	Reduce unnecessary packaging during the distribution of souvenirs/ supplements.	<input type="checkbox"/>	<input type="checkbox"/>	Encourage participants to cherish edibles and reduce food waste.
<input type="checkbox"/>	<input type="checkbox"/>	Not to distribute non-recyclable packaged drinks.	<input type="checkbox"/>	<input type="checkbox"/>	Encourage participants to take public transport/shuttle bus to the meeting point.
<input type="checkbox"/>	<input type="checkbox"/>	Arrange on-site catering to reduce packaged food.	<input type="checkbox"/>	<input type="checkbox"/>	Provide water refill machine/ carboy water instead of distributing singled-used bottled water.
<input type="checkbox"/>	<input type="checkbox"/>	Donate surplus food.	<input type="checkbox"/>	<input type="checkbox"/>	Others: _____

Recycling support

Collection Point of Recyclables (if differ from the above location):

Details of Recyclables

To have a better planning in recycling support, we would like to know the type and quantity of below materials to be distributed during your event.

Carton Paper: _____ pcs/kg Cans: (Volume: _____) _____ pcs

Plastic Bottles: (Volume: _____) _____ pcs (Volume: _____) _____ pcs

Other type of Plastics/Paper/Metals/recyclables (e.g. those gifts or materials that will be largely used or distributed in the event). *If you are not sure whether it can be recycled, please feel free to list them out for our review):

Type _____ (Amount: _____) Type _____ (Amount: _____)
 Type _____ (Amount: _____) Type _____ (Amount: _____)

Fruit Peels:

Type _____ (Amount: _____) Type _____ (Amount: _____)
 Type _____ (Amount: _____) Type _____ (Amount: _____)

Any souvenirs distributed in the event? Yes, including: _____ No

Education & Promotion

On the event day, how many helpers will be arranged by the organizer to assist TGE to promote green messages? _____ (Person)

*The support from volunteers is vital in achieving success in waste reduction. TGE will arrange basic number of staff and try to recruit our volunteers to support your event, yet the size of manpower is subject to volunteers' response and availability.

On the event day, will there be a booth spared for The Green Earth to carry out green education and promote message of waste reduction?

Yes* No

*The basic facilities (e.g. marquee, tables and chairs) will be provided by the organizer.

We promise to well inform staff, supporting teams and participants on the green measures implemented in the event, and will actively carry out the recycling actions.

We have read the terms and conditions and will actively carry out waste reduction actions throughout the entire event. We also promise to provide necessary information and assistance to The Green Earth, to ensure the waste reduction plan to be executed smoothly.

Please complete the form at least 2 months prior to the activity and email to greenevent@greenearth.org.hk

Inquiries: The Green Earth

Tel: 3708 8380

Email: greenevent@greenearth.org.hk

Appendix-----Terms and conditions:

Fee: Free (Funded by The Hong Kong Jockey Club Charities Trust)

Application period: 2 to 12 months before the event

Target: Indoor or outdoor event with 300- 5000 participants (Any type of events)

The events must be fulfilled the following requirements:

- Charity events or non-profit events*
- A single-day event (If the event lasts more than one day, TGE will consider it based on availability of manpower and resources.)

The following events have higher priority to join in the programme:

- Join our programme for the first time
- Event organized during day time
- Environmental protection as the event theme, or planning to adopt some green measures
- Event happening at one location

* The applicant should either be:

- any charitable institution or trust of a public character, which is exempt from tax under section 88 of the Inland Revenue Ordinance
- a non-profit organization registered under the Societies Ordinance
- a local school or university

If the charitable organization is the beneficiary of the event, but not the organizer, please provide supporting documents

This programme will provide the following support:

1. Educational and Promotional Support:
 - To provide environmental education information to support the organizers in delivering green messages to participants
 - To recruit Green Event Volunteers to provide on-site education support in clean recycling
2. Waste Reduction and Recycling Support:
 - TGE to provide advice on waste reduction if appropriate
 - To arrange trustable recyclers to collect recyclables (clean paper, cans, plastics and fruit peels) from the event venue for further processing
 - TGE to provide a recycling report after the event
3. Waste Audit (with limited quotas, the organizer shall fulfil certain conditions):
 - TGE to provide individual waste audit, to analyse the quantity and types of waste collected in the event
 - The waste audit report will be enclosed in the recycling report. The data will also be used to develop the Green Event Database, in order to help establish the guidelines of waste reduction of events. The name of organizer will not be disclosed in this case.

- On the event day, sufficient space should be reserved for waste storage and for TGE to conduct waste audit.

To achieve good results in waste reduction, participating organizers are obliged to take the following actions:

- Fully support the implementation of recycling measures during the event, inform helpers and participants of the green measures and seek their support
- Reserve space for TGE to display the programme's educational panels (Three pull-up banners each 200cm(H) X 80cm(W)) at the event venue
- Complete the evaluation form after the event and return to TGE

*TGE could also provide a green educational stall in the event, including educational panels and interactive games, to promote the message of green event, green run or waste reduction. If choosing this education support, the organizer has to provide all the basic facilities for TGE, e.g. a marquee, tables and chairs. (please contact our staff for further details)

Remarks:

1. If you have any questions about application requirements, please contact us directly.
2. Recycling Support:
 - TGE will only offer support during day time. For any special occasion which requires non-daytime arrangement, please specify in your form, and we will consider it based on the availability of manpower.
 - Due to limited resources, our vehicle can only go to one location to collect the recyclables, and the collection point must be accessible by vehicle and parking space should be provided.
 - If the event has more than one recyclable collection point, the organizer should deliver the recyclables to one gathering point for TGE to collect.
 - TGE will support events held in HK island/ Kowloon/ New Territories and Lantau Island. Other outlying islands are excluded from this programme.
 - This programme will provide one delivery support (including back and forth) to collect recyclables. If the no. of participants or the no. of recyclable collection points exceed our limit, please specify. If the cost goes beyond our budget, the organizer needs to bear the additional cost.
3. Application Period: Applications can be made **2 to 12 months before** the event.
4. If two events happen on the same day and both fulfil our criteria, priority will be given to the earlier applicant.
5. The number of volunteers allocated to each event

depends on the response of our volunteer recruitment. Therefore, earlier applications will give us more time to recruit volunteers.

6. TGE reserves the rights in granting applications.
7. TGE will evaluate the same annual event applying again on any improvement in green event planning and decide if the application is accepted.
8. TGE will only accept three event applications at most from the same organizer during the programme period.
9. Organizers need to provide event details to TGE **at least four weeks before the event day** to ensure enough time is given for communications and preparation.

Others:

Cancellation/Reschedule:

- Once the application is confirmed by TGE, if the organizer cancels or reschedules the event, please inform TGE at least two weeks before the event. Otherwise, future applications will not be considered (except for the bad weather conditions).
- New application is needed if the event is rescheduled.
- If the event has to be cancelled due to bad weather or other sound reasons, please inform TGE as soon as possible.
- The recycling support will be suspended if the Tropical Cyclone Warning Signal No. 8 or above; or Red/ Black Rainstorm Warning is issued and is still in force two hours before the event; or the weather situation is hard for the recycling operation, even the organizer decides to carry out the event as scheduled.
- If the organizer cancels the event without informing TGE, the related cost and HK\$5,000 transportation fee have to be paid by the organizer to TGE as compensation.
- Under general situation, TGE will send recycling bins and materials to the venue on the event day and before the event starts. Additional transportation fee may be charged if the organizer requests TGE to send the recycling bins on other day. If the materials lent by TGE to the organizer are damaged/lost (without TGE representative on site), the organizer has to compensate TGE for the damages.