

City of Allentown, Dept. of Parks and Recreation  
**Special Event Planning Guidelines for Support Systems**

KEY:  Refuse Mgmt  Recyclables Mgmt  Sanitary/Health Mgmt

<i>Projected Attendance</i>	<i>Event Duration</i>	<i># Food/Beverage Vendors</i>	<i>Trash-Generation Potential</i>	<i>Recyclables Generation</i>	<i># Trash Receptacles Req'd</i>	<i># Recycling Stations Req'd</i>	<i>Portable Toilets Req'd (w/ hand sanitizers)<sup>5</sup></i>	<i>Hand-Washing Stations Req'd</i>	<i>Metal Trash Dumpsters (Lockable) Req'd</i>	<i>Size Each; Cumulative Total</i>	<i>Recyclables Dumpsters Req'd; (Lockable, Single-Stream)</i>	<i>Size Each; Cumulative Total</i>	<i>Refuse-Management Persons to be Present for Duration of Event</i>	<i>Notes</i>
<= 200	< 3 hrs.	0	Minimal	Minimal	2	2	2	0 <sup>1</sup>	0	N.A.	0	N.A.	0	1. One (1) hand sanitizer station (free-standing) required.
201 to 500	3 - 4 hrs.	1 - 2	Minimal; Snacks	Small; generally clean (e.g., water bottles)	5	5	3 - 5	1 <sup>2</sup>	0	N.A.	0	N.A.	1	2. One (1) hand-washing station required per four (4) portable toilets.
501 to 1,000	3 - 4 hrs.	3 - 6	Small to Moderate	Small to Moderate	10	10	6 - 8	2 <sup>3</sup>	0	N.A.	0	N.A.	1	3. Same hand-washing station to portable toilet ratio as above: 1:4.
1,001 to 4,000	4 - 6 hrs.	7 - 10	Moderate	Moderate (many food types)	12 - 20	12 - 20	9 - 16	3 - 4 <sup>3</sup>	2 - 4	4 Cu. Yd.; 8-16 Cu. Yds.	1 - 2	6 Cu. Yd.; 6 - 12 Cu. Yds.	2	
4,001 to 10,000	6 - 8 hrs., or multiple days	> 10	Extensive; high potential for vermin after event.	Extensive; cans, bottles, cardboard, etc.	22 - 50	22 - 50	16 - 40	4 - 10	5 - 8	4 Cu. Yd.; 20 to 32 Cu. Yds.	2 - 4	10 cu. yds ea. <sup>4</sup> ; 20 - 40 cu. yds. total	3 - 6	4. 10 cu. yds. or equivalent. For some events, it may be advantageous to have smaller-capacity dumpsters placed in multiple areas.
> 10,000	9 - 12 hrs., or multiple days	> 10	Extensive to Severe	Extensive	← [ To Be Determined ] →									

NOTE: Events having longer Duration, high Food Vendor #s, or high Waste-Generation potential automatically move downward, to the higher Attendance category.

<sup>5</sup> The first portable toilet must be accessible to persons with disabilities (ADA-compliant). Thereafter, five percent (5%) of units must be accessible.