

LANDSCAPE SERVICES EVENT REQUEST

Thank you for contacting Landscape Services for your event needs.

Please complete the [Landscape Event Request Form](#) for each event separately.

Once the completed form is returned, The Office of Landscape Services will contact you to review your event needs.

LANDSCAPE SHOP RATES

FY	STRAIGHT TIME RATE <i>Weekdays Only</i> <i>Hours: 6:55 am – 3:00 pm</i>	OVERTIME RATE <i>Evenings and Weekends</i> <i>OR After 3:00 pm</i>
2025	\$ 47.65	\$ 60.06

TRASH CAN COST

# OF CANS	COST
1 – 5	\$ 29.45
5 – 10	\$ 58.90
11 – 20	\$ 117.80
21 – 30	\$ 176.70
31 – 40	\$ 235.60
41 – 50	\$ 294.50
51 – 60	\$ 353.40

- *Two (2) Trash bags provided with each trash bin rental*
- *Additional Trash Bag Fee - \$ 0.50/each*

Please note the following:

- Request must be submitted at least 3 days prior to the event
- Trash Removal Options:
 1. **Cans Only:** No trash removal: Requester must throw away their own trash. Failure to remove trash will incur a minimum 2-hour labor charge and possible suspension of future use.
 2. **Cans + End of event trash removal:** For events with 10 cans or less (*or under 300 attendees*). Cans and trash removed at the end of the event, incur only 2 hours of service(Any events starting or ending after 3PM Friday-Sunday Option 2 is NOT available)
 3. **Cans + Continued service** throughout event (*Overtime required*).
- If trash removal is declined, requester/department is responsible for all trash removal.
- If an event hosts more than **300** attendees, it will require overtime labor (*minimum 2 employees working the event*). If the requester opts out of overtime labor, please reference trash removal option #1.
- If trash is not removed, requester/department will be charged a minimum of 2 hours labor rate.
- Payment method must be provided at the time of request.
- Check payments should be made payable to: *Georgia Institute of Technology*
- *A \$50 late fee will be added for trash can requests made less than 3 days of an event*



LANDSCAPE SERVICES EVENT REQUEST FORM

Event Name:

Event Type (Select One): Student Organization GT Department Other:

Department:

Contact Name: Phone #:

Email Address:

Event Date: Time: Hours: Location:

of Trash Cans Requested?: # of Attendees Expected?:

Additional Information:

Payment Method: Check Workday: Please provide Work Tag #:

Please make checks payable to: Georgia Institute of Technology Doc ID #:

Trash Removal Options:

Select One:

- 1. **Cans Only:** No trash removal: Requester must throw away their own trash. Failure to remove trash will incur a 2-hour labor charge and possible suspension of future use.
- 2. **Cans + End of event trash removal:** For events with 10 cans or less or under 300 attendees. Cans and trash removed at the end of the event, incur only 1 hour of service
- 3. **Cans + Continued service throughout event** (Overtime required).

- 1.
- 2.
- 3.

Other:

Please note the following:

- Request must be submitted and confirmed at least 3 days prior to the event. If request are submitted less than 72 hours of event, a \$50 late fee will be added for trash can requests made within 3 days of an event.
- If trash removal is declined, requester/department is responsible for all trash removal.
- If an event hosts more than 300 people, it will require overtime labor. If the requester opts out of overtime labor, please reference trash removal option #1.
- For events that leave trash/litter or if trash is not removed, the requester/department will be charged a minimum of 2 hours labor rate for 2 employees (\$47.65/per employee/hr)..
- Payment method must be provided at the time of request.