

**Reusable Tableware Lending Programme**  
**for Large-scale Events**  
**Application Form**

To: Environmental Campaign Committee Secretariat  
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Attn: Executive Officer (Community Relations)2  
Email: [ecf@ecb.gov.hk](mailto:ecf@ecb.gov.hk) / Fax: 2909 9514

(Please use block letters)

<b>Part 1 Information of Applicant Organisation/Company</b>					
Name of Organisation/ Company					
Nature of Organisation	<input type="checkbox"/> Business Entity/Company	<input type="checkbox"/> Charitable Organisation		<input type="checkbox"/> Community Group	
	<input type="checkbox"/> Government Bureau/Department	<input type="checkbox"/> Non Government Organisation		<input type="checkbox"/> School	
	<input type="checkbox"/> Others (Please specify)				
Contact Person	Name	Mr / Ms*			
	Position				
	Tel No.		Fax No.		
	Email Address				
<b>Part 2 Event Details <sup>1</sup></b>					
Name of Event					
Event Venue					
Date of Event <sup>2</sup>		Time of Event		Expected No. of Participants	
Use of Tableware	<input type="checkbox"/> "Poon Choi"/ Banquet		<input type="checkbox"/> Light Refreshment		<input type="checkbox"/> Food & Beverage Counter at Carnival (Please provide location map of lending booth)
	<input type="checkbox"/> Setting up Water Station		<input type="checkbox"/> Others (Please specify)		
<b>Part 3 No. of Tableware Required <sup>3</sup></b>					
Bowl		(piece)	Spoon		(piece)
Plastic Cup		(piece)	Fork		(piece)
Plate		(piece)	Chopsticks		(pair)
<b>Part 4 Logistic Arrangement for tableware</b>					
Address for Delivery					
Address for Return	(If different from the above)				
Delivery Date <sup>4</sup>				Delivery Time <sup>4</sup>	
Return Date <sup>4</sup>				Return Time <sup>4</sup>	
On-site Contact Person	Mr / Ms*			Mobile No.	

\* Please delete as appropriate

I have read and agree to comply with the terms and conditions stated overleaf.

Signature of Applicant : \_\_\_\_\_  
Name of Applicant : \_\_\_\_\_  
Position of Applicant : \_\_\_\_\_  
Date : \_\_\_\_\_

Company/Organisation Chop
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<sup>1</sup> The event should be open for public participation.

<sup>2</sup> The application should be submitted at least 3 weeks but not more than 6 months before the event day.

<sup>3</sup> Please click [here](#) for details of the tableware. For each event, the minimum number on loan is 500 pieces of tableware in total, while the quantity available for loan is about 5,000 for each type of tableware.

<sup>4</sup> The date and time are subject to confirmation by email.

## Terms and Conditions

1. Upon the delivery of the tableware to the event venue, the applicant organisation is required to verify whether the types and quantities of reusable tablewares applied for are in order; and deploy suitable manpower to arrange the tableware setting in a proper manner to avoid any possible damage or loss.
2. After the use of the tableware, the applicant organisation is required to remind tableware users to remove any food residue or liquid in the tableware; and deploy suitable manpower to collect the used tableware and place them in the designated storage boxes provided by the contractor appointed by the Environmental Campaign Committee (ECC).
3. The applicant organisation should adopt appropriate measures to prevent damage or loss of the reusable tableware, including but not limited to the following –
  - (a) deployment of sufficient manpower and/or volunteers to oversee the counting, distribution and collection of such tableware before and after use;
  - (b) setting up of sufficient tableware collection points with prominent signage to facilitate return of tableware; and/or
  - (c) making frequent announcement to remind the tableware users to return the tableware at the event venue.
4. In the event that over 3% of the total amount of reusable tableware on loan is damaged or lost (with reference to the number of returned tableware verified by the contractor appointed by the ECC), the ECC will recover the production cost of the damaged/lost item(s) from the applicant organisation according to the following price schedule:

Bowl	\$ 5.00 / piece	Plastic Cup	\$ 6.50 / piece	Plate	\$ 8.00 / piece
Spoon	\$ 2.00 / piece	Fork	\$ 3.00 / piece	Chopsticks	\$ 3.50 / pair
5. Use of the reusable tableware for purposes other than that specified in the application is not allowed.
6. The applicant organisation is required to acknowledge the support from the Environment and Conservation Fund, the ECC and the Environment and Ecology Bureau on the loan of reusable tableware to promote plastic-and-disposable-free messages during the event and on publicity material (if any). Carnival organiser should put up a banner (3 metres (W) x 1 metre (H)) provided by ECC at a prominent location to promote the programme as far as possible. The applicant organisation is advised to follow other waste reduction measures promulgated in "A Waste Reduction Guidebook For Large Scale Event Organisers" issued by the Environmental Protection Department.
7. Applicant organisations should actively promote the reusable tableware lending service at the event venue. Consecutive event organisers should keep daily record of the lending figures and report to the ECC timely. The ECC Secretariat will adjust the amount of granted tableware according to actual demand.
8. In case of cancellation of the event (save for unforeseeable weather condition) or any changes to the event date, please inform the ECC Secretariat at least one week before the event for necessary arrangement.
9. In case of a Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force 5 hours before the delivery or collection time of the tableware, the delivery or collection service will be cancelled. The contractor appointed by the ECC will contact the applicant organisation for alternative arrangement.
10. Under normal circumstances, the application will be processed on a first-come-first-served basis. It is entirely within the ECC Secretariat's discretion to decide whether the application is approved and the quantities of reusable tableware to be distributed.
11. For enquiries, please contact the ECC Secretariat at 2835 1258.