



# Conference Center Request Form

Please fill out and return to Jonathan Ortiz at 2751 Napa Valley Corporate Dr. B106-03, Napa, CA 94558 or email to [jonathan.ortiz@countyofnapa.org](mailto:jonathan.ortiz@countyofnapa.org). For questions call (707) 259-8171.

A Tradition of Stewardship  
A Commitment to Service

See Eco Tips on 2<sup>nd</sup> page

1. **Name of meeting host** (if different than requestor) [Click here to enter text.](#)
2. **Phone number for meeting host** [Click here to enter text.](#)
3. **Name of meeting** [Click here to enter text.](#)
4. **Date** [Click here to enter text.](#)
5. **Reservation start time:** [Click here to enter text.](#) 6. **Meeting start time:** [Click here to enter text.](#)
7. **Meeting end time:** [Click here to enter text.](#) 8. **Reservation end time:** [Click here to enter text.](#)
9. **Number of attendees** [Click here to enter text.](#)
10. **Preferred room set up (choose one)**



Valley Oak: U-Shape (43 max)



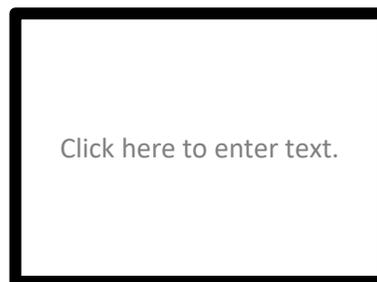
Willow: Chevron Training Pod (43 max)



Madrone: Theater Seating (80 max)



Manzanita (10 people max)



Other

### 11. I agree to:

- Put the room back, so it matches the photo posted on the wall (near the entrance)
- Clean up, this includes: trash, old flip charts, food waste, and wiping up any spills on tables
- Request a compost bin if my event will be serving food
- Make sure all A/V equipment is plugged in to the county laptop, report any issues to Jonathan Ortiz at 259-8171
- Notify Jonathan Ortiz if the event needs mics, A-frame signs, special ITS accommodations, etc.
- Turn off the lights and A/V equipment. Return any items borrowed, i.e. microphone, A-frame signs
- If the dividers are opened, I will end meeting by 4:15pm so the Facility Aides can close them.
- Napa County hosts who are not HHSA: ask Public Works to open/close the walls and set up/break down if needed. If the meeting ends 3pm or later, our Facility Aides can close the walls.
- Notify Jonathan Ortiz if the meeting is cancelled

# ZERO WASTE EVENTS TIP SHEET

Created by the Napa County Sustainability Council 2018



### Submit a work order at least 2 business days in advance for:

Bins (1 station per 100 guests - keep compost/recycle/trash bins together)

Signs (for compost, recycling and trash bins)

Bags (compostable bags for compost, recycle bins do not need bags, black bags for trash)

Disposal Instructions (where to take compost, recycling, trash after event)

### Purchasing

Research vendors that focus on waste reduction and/or offer compostable options for to-go orders.

Use pitchers for water or ask group to bring their own water in a reusable container. As of September 1, 2018 we are no longer able to purchase bottled water with County funds.

For smaller events or meetings encourage guests to BYOK (bring your own kit – reusable plate, utensils, cup, napkin) when food is served.

For large events purchase paper plates that have no coating and compostable utensils and cups with a PLA7 symbol on them.

Purchase in bulk and limit individually packaged items (e.g. ketchup packets, butter pads, sugar etc.).



Check bins regularly throughout event.

Announce the goal to make the event zero waste and what goes in compost, recycle and trash.

For large events assign a monitor for each station, expect contaminates if monitor is not available.



Dispose of items properly.

Flatten cardboard.

Donate leftovers so they do not go to waste.

Share success with Sustainability Council (email below) and note what can be improved next time.

Questions? Feedback? Email [SustainabilityCouncil@countyofnapa.org](mailto:SustainabilityCouncil@countyofnapa.org)