



Cardboard Collection Service Annual Operating Agreement

Watford BID has introduced a cardboard collection service, available to eligible businesses in the town centre. The service will enable businesses to dispose of commercial cardboard free of charge, go some way to help reduce potential operating costs and offer a 'green' solution to some of their commercial waste.

Cardboard collection service joining criteria:

- Business must be within BID area and be subject to the BID levy.
- Business must have paid their levy or be up to date with BID levy payments (payment within 3 months from the issue date of levy bill).
- All necessary consents must be obtained by the business owner to join the service.

Business Name: _____ located at

Business Address: _____

consent to joining the Watford BID Cardboard Collection Service and agree to adhere to the following operational agreements.

- The agreement is formed between Watford BID and the business named on this operational agreement.
- Watford BID will collect cardboard waste Monday to Friday mornings on the collection day as agreed by Watford BID.
- Days may be subject to change, businesses will be informed of any changes, unless these changes are out of the control of Watford BID, such as weather, illness, road closures.
- Watford BID will only collect cardboard that is flattened, uncontaminated, tied together and left in the agreed collection location, as agreed by Watford BID.
- We only collect flattened cardboard and cardboard alone, this does not mean plastic, foam, wood, polystyrene and food waste.
- Watford BID will only collect cardboard from business that are members of the scheme and the premises are located in the BID area.
- It is the responsibility of the business to ensure that the cardboard left in the agreed collection point is safe and secure. Watford BID will not be liable for any health and safety concerns that may arise should a business breach the agreement.
- Watford BID will not collect cardboard on any other day than specified, unless requested and agreed 48 hours before.
- Should a business request several additional collections, Watford BID may consider twice weekly collections. This will be discussed and agreed with the business and a revised collection agreement provided.
- Should a business not require weekly collections, a fortnightly or monthly collection agreement can be provided by prior arrangement.
- Watford BID reserve the right to amend the frequency of collection or collection days according to demand, adverse weather and or staff availability. Watford BID will notify the businesses of any changes, but notifications may need to be given on the morning of the collection.
- If the business does not leave their cardboard for collection on the day agreed, Watford BID reserve the right to refuse to collect the cardboard until the next collection day.
- The business must not leave cardboard at the agreed collection point on any day other than the agreed collection day.
- The business remains fully responsible for the cardboard and any potential hazards until the point of collection.

- At the request of Watford BID, the business must display any notice issued by Watford BID in relation to the Cardboard Collection Service. Press releases including photographs may be used by Watford BID to publicise the service without the specific agreement of the Business. The business must not issue or use press releases without the agreement of Watford BID. Any publicity or press release by the business must name Watford BID as funder of the Cardboard Collection Service.
- If the business is in breach of any of the terms of the service, at the sole discretion of Watford BID, the service may be withdrawn.
- To ensure all businesses receive notification, all participating businesses will need a representative to join a WhatsApp group that Watford BID will use to share notifications and provide an email address and telephone number.
- The business may withdraw from the service at any time, but must do so in writing to Watford BID.
- At the request of Watford BID, the business must take part in research to enable evaluation of the service to be carried out.
- The Board has the right to refuse any business from the service. There is no right to appeal.
- The service is subject to funding availability. The service is open to all businesses, but may be withdrawn at any time, should limited funding deem this necessary.

Signed by:

Signature:

Date:

Mobile Number:

E-mail Address:

To be completed by Watford BID and returned to business.

Collection Day:

Collection point:

Commencement Date:

Agreed by Watford BID Representative:

Signed:

Date: