



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills



Royston Events Reuse or Return Cups.

This application form must be completed and returned to Royston Town Council with the cash bond, two weeks prior to the planned event.

Royston Events cups are fully recyclable, dishwasher safe, shatter resistant and BPA free. UKCA/CE stamped with pint and ½ pint lines.

Size of cup	Number supplied	Organiser Signature	Officer Signature	Number returned	Organiser Signature	Officer Signature
PINT						
HALF-PINT						
DEPOSIT PAID						

Terms and Conditions:

- The cups will only be loaned to community, not-for-profit organisations based in Royston, for events taking place in Royston or on Therfield Heath.
- The Council reserves the right to refuse any application for the loan of the cups.
- The person signing the form will be responsible for the cups, their return and payment for any non-returned cups.
- Cups must be collected from the office on the last working day before the event by 3pm.
- The cups are for use on a deposit/return basis and are not being sold.
- Signage indicating this will be provided and must be displayed.
- At the event, a deposit of £1 per cup is payable by the borrower, repayable on return of the cup.
- Cups are to be returned to the office washed, dried and in stacks of 10 for easy counting.
- Cups must be returned in a timely manner in the week following the event.
- Cash Bond: up to and including 1000 cups = £100, over 1000 cups = £200, payable on collection.
- A charge of £1 will be made to the organiser per lost/damaged cup.

Please sign your agreement to the terms and conditions:

Signed: _____

Date: _____

Print name: _____

Organisation: _____

Contact email: _____

Phone: _____

BAR MANAGEMENT TIPS FOR THE CUP DEPOSIT SCHEME:

- Designate a person responsible for cup management.
- Check the cups in against your order to ensure the numbers going in and out tally up.
- Store cups in a **dry, secure** location.
- Brief staff to tell customers there's a charge/deposit and they need to bring their cup back to avoid an additional cost.
- Be clear that cups are being loaned, not sold.
- Put clear signage behind the bar so that the cup deposit scheme is obvious and easy to follow.
- Make it easier to count cups at the end by stacking them into the cup boxes in stacks of 10 as they're returned.
- Have a clear system behind the bar separating clean and empty cup boxes to avoid dirties contaminating the clean ones.
- Ensure your designated cup manager counts the clean and dirty cups at the end to check numbers against the number borrowed.