



Equipment Reservation Form

Submit by email or mail:

Email: melissajo@wcnx.org

Mail: Waste Connections of Washington, Inc.

Attn: Event Lending Library. 12115 NE 99th ST #1830.

Vancouver, WA. 98682.

Questions: 360-449-8394, wcnorthwest.com

Staff will contact you to confirm your equipment reservation and appointment time. Please call if you are submitting your reservation less than two weeks in advance of your event.



Contact Name:	_____	Event Name:	_____
Organization:	_____	Event Date:	_____
Phone:	_____	Event Location:	_____
Email:	_____		

Appointments

Lending Library equipment and staff assistance are available **during your scheduled appointment time**. Appointments take approximately 20 minutes for an equipment demonstration and to load/unload your vehicle.

	Mon	Tues	Thurs	Fri	10 a.m.-12 p.m.	1 p.m.-3 p.m.	Date
Pick Up:							_____
Return:							_____

Where to go: Pick up and return equipment at our customer service office located at 12115 NE 99th ST #1830, NE corner of the Padden Commerce Park. Check in at reception in the front of the building.

How to transport: 10 ClearStreams fit in the empty trunk of a car. 20 ClearStreams fit in an SUV with the seats folded down. 30 ClearStreams fit in the bed of a truck, but tie downs or a cargo cover are required.

Planning Assistance

- Custom Waste Plan:** Meet with an event specialist to discuss your sustainability goals, site plan, and disposal options. You will receive a waste plan customized for your event.
- Volunteer Training:** Schedule an onsite training for your volunteers. An event specialist will demonstrate how to set up the lending library equipment and answer garbage/recycle/food waste questions.
- Master Composter/Recycler:** Invite a [Master Composter/Recycler](#) to join your planning team.
Call: 360-397-2121 ext 4961, mcr@clark.wa.gov
- Other:**

Waste Station Management

Volunteers: You are responsible for recruiting volunteers to set up waste stations and keep your event site clean.

Labor for Hire: You may hire a crew to set up waste stations and manage your event waste.

[Elysium Events](#): 503-789-2018. [The Broomsmen](#): 541-213-1131. [ZipEco](#): 888-527-5868. [County Corrections Crew](#): Lisa Biffle, 360-397-6045.



Where will you dispose of the waste after your event?

- I am ordering dumpsters/drop-boxes through Waste Connections. **Call Customer Service:** 866-892-9269
- I am reserving the City's dumpsters at Esther Short Park. **Call City of Vancouver:** 360-487-8630
- I will take the garbage and recycling to a transfer station. **Info:** <http://columbiaresourcecompany.com/>
- I have made another arrangement. **Explain:**

Equipment Reservation

# Requested	(Total Available)	# Requested	(Total Available)
_____	Garbage/Recycle ClearStreams (15) <i>Lent in pairs: one garbage, one recycle</i>	_____	Set of 50 Plates (large and small) (2)
_____	Extra Recycle ClearStreams (5) <i>To place next to public litter barrels</i>	_____	Set of 50 Plates (small) (1)
_____	Food Waste Pails (2)	_____	Set of 50 Bowls (1)
_____	Glass Bin (5)	_____	Set of 50 Cups (1)
_____	10x10 Waste Station Tent (2)	_____	Set of Silverware for 20 (1)
_____	A-Frame Sign (2)	1	Cleaning Kit (1)
		_____	Other: _____

Bags: Up to 50 bags (25 garbage & 25 recycling) will be provided with the ClearStreams. Additional bags may be purchased from www.ClearStream.com or local janitorial supply stores. Conserve bags by emptying and reusing.

ClearStreams: Always pair garbage and recycling receptacles together. Plan to place ClearStreams near entrances/exits, eating areas, water/aid stations, and port-o-potties. Mark these areas on your event site map and then count the number of ClearStreams you will need.

Durable Dishware: Pre-washing dishes is recommended before use. Public events are responsible for following [Clark County Public Health](#) guidelines for food safety. Clean dishware before returning.

Initial

_____ I will clean ClearStream lids and/or dishware before returning.

I understand I will be charged a replacement fee for lost or damaged equipment.

Replacement Fee:

ClearStreams=\$50 each. Compost Pail =\$50 each. 10x10 tent=\$100 each. Dishes/Utensils=\$1 each.

Name

Signature (may sign at appointment)

I received the supplies listed above in the quantity indicated.

- Organization **returned** all equipment.
- Organization **is missing** the following:

Volunteer Name

Date

Signature

WCI Staff Name

Date

Signature