



# Equipment Reservation Form

## Submit by email or mail:

**Email:** [melissajo@wcnx.org](mailto:melissajo@wcnx.org)

**Mail:** Waste Connections of Washington, Inc.

Attn: Event Lending Library. 12115 NE 99<sup>th</sup> ST #1830.

Vancouver, WA. 98682.

**Questions:** 360-449-8394, [wcnorthwest.com](http://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 99<sup>th</sup> 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](mailto: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](http://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)

\_\_\_\_\_  
Date

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