



Equipment Reservation Form

Submit by email or mail:

Email: megan.johnson@wasteconnections.com

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 & 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:	_____
Contact Email:	_____		

Appointments

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

	Mon	Tues	Wed	Fri	10 a.m.-12 p.m.	1 p.m.-3 p.m.	Date
Pick Up:							_____
Drop Off:							_____

Where to go: Pick up and drop off: 12115 NE 99th ST #1830 Vancouver WA 98682, 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 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 & keep your site clean.

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

[Elysium Events](#): 503-789-2018 [ZipEco](#): 888-527-5868 [County Corrections Crew - Mabry](#): (564) 397-2424



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	<i>(Total Available)</i>	<i>(Any dishware set comes with dishwashing kit)</i>
_____	Garbage/Recycle ClearStreams (15) <i>Lent in pairs: one garbage, one recycle</i>	_____ Set of 100 Plates (50 large / 50 small) (2)
_____	Extra Recycle ClearStreams (5) <i>To place next to public litter barrels</i>	_____ Set of 24 Plates (small) (1)
_____	Food Waste Pails (30)	_____ Set of 24 Cups (small) (1)
_____	Glass Bin (5)	_____ Set of 50 Cups (large) (1)
_____	10x10 Waste Station Tent (2)	_____ Set of 30 Cups, Bowls, Plates (small) (1)
_____	A-Frame Sign (3)	_____ Set of 16 Bowls (small/large), cups, plates (1)
1	Cleaning Kit (4)	_____ Set of 10 ceramic mugs (1)
		_____ Set of Silverware for 20 (2)

Bags: Always empty and reuse bags to prevent waste. Up to 30 bags (15 garbage & 15 recycling) will be provided with the ClearStreams. Additional bags may be purchased from www.ClearStream.com or at a local janitorial supply store.

ClearStreams: Pair garbage & recycling receptacles together. Please place ClearStreams near entrances/exits, eating areas, water/aid stations, & port-o-potties. Mark waste stations on your event site map.

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 Food Waste Pail-\$50 each 10x10 tent-\$100 each Dishes/Utensils-\$1 each

Name

Signature

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