



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 Street
#1830 Vancouver, WA 98682

Questions: 360-449-8394, www.wcnorthwest.com/events

[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 are at the address listed above. Check in at reception in the front of the building, and then drive around to the warehouse doors.

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. Check out our [Event Sustainability Guide](#) for more information.
- 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](#) volunteer 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 per event)</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.ClearStreamRecycling.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-a-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

Volunteer Name

Date

Signature