



PORTAGE COUNTY 2009 Recycling Bin Loan Program Reservation Form

Solid Waste & Recycling Info Line:
Recycling Connections: 345-5972 FAX: 715-345-5971

(Revised 4/6/09)

Please fill out this form legibly and completely. Return with deposit check made payable to the Portage County Solid Waste Department (PCSWD) at the address on the reverse side of this form.

- Deposits are fully refundable when **ALL** checked out materials are returned clean and in good condition.
- **No charge** for bin use when recyclables are delivered to the Material Recovery Facility (MRF) in Plover. You, or the event waste hauler, should weigh-in on MRF scale before and after returning bins.
- Items lost or damaged beyond normal wear will incur a **replacement fee**.
- If bins are returned unclean, a **cleaning fee** will be charged.
- **First 25 clear plastic bags** are free. Bags are specially designed to fit in the "Cycle Max™ Bin."
- Bins must be picked up and returned **by appointment only** to the Portage County Material Recovery Facility in Plover. Return bins no later than **2 days** following the last day of your event.
- Your reservation will be confirmed via phone and/or e-mail.

Event Name & Location: _____ Event Date: _____

Estimated attendance: _____ Pick-up Date/Time: _____ Return Date/Time: _____

Organization: _____ Liability Ins. Carrier: _____

Policy Number: _____ Agent's Name & Phone #: _____

Contact Person: _____
Print name Signature

Billing Address: _____

Phone: Evening _____ Daytime: _____ FAX: _____

Email: _____

The following information will help evaluate your event recycling bin needs:

How are beverages sold? (Check those that apply)

_____ Oz. Cups _____ Plastic bottles: #1 PET other than BROWN _____ Plastic bottles: #2 HDPE
_____ Plastic bottles: #1 PET BROWN

_____ Glass bottles _____ Cans _____ Pitchers _____ Other

Do you allow carry-ins? ___ Yes ___ No

What recyclable materials are generated in food preparation or other areas not used by the public?

_____ Glass _____ Aluminum Cans _____ Steel Cans _____ Cardboard (corrugated)
_____ Container Board (soda boxes, etc.) _____ Plastic food & beverage containers (#1 or #2)

How are your garbage and recyclables removed from your site? (Removal of recyclables from the event is your responsibility.)

_____ Contract with waste hauler: (list hauler name and phone number) _____
_____ Taken to a drop-off site/landfill by a member of your group
_____ Property owner provides waste hauling
_____ Other (describe) _____

How many garbage cans are used at your site? (Place one recycling bin next to every garbage can) _____

(over)

# of Bins	User Fee
1 - 10	\$ 25
11 - 30	\$ 75
31 - 50	\$100
51 - 70	\$150
71 - 90	\$200
91 - 110	\$250
111 - 130	\$300
131 - 150	\$350

Bin User Fee: ONLY APPLIES if your event's recyclables do not come to the Portage County Materials Recovery Facility

Note: Revenues generated from materials at the MRF help support the Solid Waste Department's services, including the free use of these recycling bins.

Clear Plastic Bags Fee:

Send a **SEPARATE** check for plastic bags.

We will help you estimate number of bags needed.
Clear Stream CycleMax™ bins use **special size/thickness** bags.
Unused bags may be kept or returned.

# of Bags	Fee
25 bags	FREE
50 bags	\$15.00
100 bags	\$25.00
150 bags	\$35.00

How many of each of these items do you need?

Signs (Only if needed for roll-offs/dumpsters; no cost)

“Recycle Aluminum, Plastic, Steel, Glass Only” _____ “Recycle Cardboard Only” _____

Bins (One next to every trash can) _____ **Bin trays** (Catches drips; indoor usage only) _____

Sandbags (One per bin in windy areas) _____ **Milk jugs** (two per bin in windy areas) _____

Refundable Bin Deposit Chart

# of bins	Deposit
1- 10	\$ 50
11- 30	\$100
31- 50	\$150
51- 70	\$200
71- 90	\$250
91-110	\$300
111-130	\$350
131-150	\$400

The deposit will be returned when **ALL** bins, lids, signs and other supplies are returned clean and undamaged and all fees are paid.

SEPARATE check for plastic bags Check # _____ \$ _____

→ **Refundable BIN Deposit:** Check # _____ \$ _____
See refundable bin deposit chart

Send this form and 2 separate checks payable to:

Portage County Solid Waste Department
c/o Recycling Connections Corp.
600 Moore Road
Plover, WI 54467

Replacement Fees:

Bin Frames	\$35.00ea
Bin Lids	\$15.00 ea
Bin Trays	\$25.00 ea
Stakes	\$ 1.00 ea
Sand Bags	\$ 4.00 ea
Rubber Bands	\$ 1.00 ea
Bungee Cords	\$ 1.00 ea
Signs	\$50 to 100.00
Cleaning Fee: 1- 20	\$10.00
20 +	\$20.00

Office Use Only:

Date form received: _____
Deposit Sent: Yes _____ No _____
Bag Fee Received: Yes _____ No _____
Pick-up date: _____
Pick-up time: _____
Return date: _____
Return time: _____