



PORTAGE COUNTY 2011 Recycling Bin Loan Program Reservation Form

Call Portage County Material Recovery Facility: 715-343-6297
(Revised 5/2/11)

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 if recyclables are delivered to the Material Recovery Facility (MRF) in Plover. To get the total amount of recyclables collected (information we need for the program), weigh them on the MRF scale or ask the event waste hauler to give you the total to tell us when you return bins. If this isn't possible, count the number of full bags collected and report it to us.
- Items lost or damaged beyond normal wear will incur a **replacement fee**.
- If bins are returned unclean, a **cleaning fee** will be charged.
- **First 10 clear plastic bags** are free. Bags are specially designed to fit in the "Cycle Max™ Bin."
- Pick up and return bins **by appointment only** to the MRF near Hwy B in the Plover Industrial Park. Return them 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: _____ Cell _____ FAX: _____

Email: _____

**The following information helps us evaluate your event recycling bin needs.
Remember you must have one recycling bin right next to every garbage can.**

How many garbage cans are used at your site? _____

How are beverages served or 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 or business.
_____ Property owner provides waste hauling
_____ Other (describe) _____

(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 MRF.**

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
10 bags	FREE
25 bags	\$10.00
50 bags	\$20.00
100 bags	\$40.00
150 bags	\$60.00

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.

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

SEPARATE check for plastic bags: Check # _____ \$ _____
 Not refundable

TWO separate checks **payable to:** Portage County Solid Waste Dept.

Mail this form with checks to: **Portage Co. Solid Waste**
 600 Moore Rd
 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
Bungee Cords	\$ 1.00 ea
Signs	\$50 to100.00
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: _____
 Staff person receiving form: _____