



Event Recycling Container Check-Out

(712) 890-5454 www.cbrecycles.com

Coordinator Information

First Name: _____ Last Name: _____
 Organization: _____ Type of Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell Phone: _____ Email: _____

Event Information

Event Name: _____
 Date(s) of Event: _____ Beginning and Ending Time: _____ to _____
 Total Number of Hours of Event: _____
 Event Location/Address: _____
 Event Description: _____

Estimated Number of Attendees: _____

Type of Recyclable Materials Expected: Plastic Bottles Aluminum Glass
 Paper Cardboard

The number of recycling containers to be checked out varies with each event. Recycling Center staff will be happy to assist you in deciding how many containers are needed for your particular event depending on the nature of the event.

*Where do you plan to take the recyclables from your event?

- | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Redemption Center | <input type="checkbox"/> Recycling Center, 4441 Gifford Rd. |
| <input type="checkbox"/> Fareway Drop-Off, 310 McKenzie Ave. | <input type="checkbox"/> Hy-Vee Drop-Off, 1745 Madison Ave. |
| <input type="checkbox"/> Hy-Vee Drop-Off, 2323 W. Broadway | <input type="checkbox"/> IWCC, 2700 College Rd. |
| <input type="checkbox"/> Family Fare Drop-Off, 1801 Valley View, Dr. | <input type="checkbox"/> Super Saver Drop-Off, 1141 N. Broadway St. |
| <input type="checkbox"/> Wal-Mart Drop-Off, 3200 Manawa Centre Dr. | <input type="checkbox"/> Other (please list): _____ |

*Where are you disposing of trash from your event?

**We are requesting this information to ensure proper disposal of waste and to prevent illegal dumping. The Recycling Center also needs to track the amount of event recycling that is coming to us through these various events.

Recycling Equipment Request

Clear Stream containers can be checked out individually in any quantities needed, up to 60. Three carts are available with 20 frames on each cart.

Number of Clear Stream Containers Requested:

Date/Time of supplies pickup:

Date/Time of supplies return:

Deposit: A \$100 refundable deposit for checking out 10 containers or less is due 5 days prior to the event; for more than 10 containers a deposit of \$10 per container checked out is necessary. All equipment must be returned in the same condition in which it is received. A \$20.00 per hour cleaning fee and damage costs will be deducted if containers are not returned in the condition they were received. Individuals attempting to modify or attach anything to the containers may result in their deposit being forfeited. Please make checks payable to *Council Bluffs Recycling Center*. The equipment loan is not guaranteed until the application is approved and the deposit is paid. Checks or credit card numbers will simply be held until equipment is properly returned and then given back to you.

Loan Agreement: I certify that I am an authorized representative of the above organization, and that the above statements are true to the best of my knowledge. I and/or the organization I represent agree to be bound by all applicable regulations and policies. I and/or the organization I represent understand that any violation of any of these agreements will result in forfeiture of deposit and immediate termination of the use of equipment. I and/or the organization I represent agree to indemnify, defend, and hold harmless City of Council Bluffs, its officials, its agents, and employees against any and all claims, damages, losses, and expenses, including legal fees arising out of or in any way associated with the event of the use of this equipment. **I further understand that replacement costs are \$50 per container and I must return an event report with the equipment and failure to do so will result in forfeiture of deposit and immediate termination of the use of equipment.**

Deposit Information

Quantity

Total Cost

Number of Clear Stream containers (10 or less) for \$100

\$ _____

Additional containers @ \$10 per container

\$ _____

Total

\$ _____

Signature _____ Date _____

For Office Use			
Application Received _____	Event within City Limits _____		
Approved _____	Denied _____	Reason denied _____	Notified _____
Deposit received _____	Amount _____	Amount Returned _____	Request submitted _____

#	Received by (employee initial)	Item	Returned (employee initial)	#
		Containers		
		Bags		
		Report		

Event Report

Event Name:

Date(s) of Event: _____ Beginning and Ending Time: _____ to _____

Total Number of Hours of Event: _____

Total approximate attendance: _____

Was weather a factor in attendance/participation? Yes No

Number of recycling collection bags used during Event: _____

Type of Recyclable Materials Collected: Plastic Bottles Aluminum Glass
 Paper Cardboard

Bags of recyclables collected:

How many $\frac{1}{4}$ bags?

How many $\frac{1}{2}$ bags?

How many $\frac{3}{4}$ bags?

How many full bags?

Where did you dispose of your recyclables?

Please note: If you are disposing of your recyclables in the City of Council Bluffs drop-off containers at area retail stores, please do not place plastic bags of any kind in the containers, just loose recyclables. Remember to please sort your recyclables.

Was there a lot of trash in the recyclables? Yes No

Estimated trash (%): _____

Is this the first time recycling was provided at this event? Yes No

Was event recycling promoted during the event? Yes No

If yes, how?

Was litter prevention promoted during the event? Yes No

If yes, how?

How many people did you have collecting waste and recyclables?

Did you encounter any problems, obstacles or successes? If so, please describe.

Do you think you will check out these containers again for an event at your organization?

Yes No

How can this lending program be improved?

Thanks so much for participating in this program and completing this form! Your cooperation helps us be accountable for grant monies received and lays the groundwork for program expansion and future grants.