

# Rusk County RECYCLING BIN RESERVATION FORM

Please fill out this form legibly and completely. Return this form no later than **two weeks** prior to your event.  
TERMS OF USE

- There is **no charge** for use of the bins as long as following terms are met.
- Items lost or damaged beyond normal wear will incur a replacement fee of \$50 per bin.
- If bins are returned unclean, a \$10 cleaning fee will be charged. Spraying bins off with hose or wiping them down with soapy water is good enough. Bins tend to get sticky due to the types of containers they hold and get dusty. These bins are stored indoors so need to be clean and ready for the next group to use.
- There is no fee for the bags but would appreciate a donation toward the cost of them. Estimated \$.40/bag.
- Bins must be picked up at and returned to Rusk County Recycling. Return bins no later than 2 days following the last day of your event. Please call ahead for a pick-up and drop off times.
- Reservation confirmation will be sent via e-mail, phone, or post office.

Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Location(s) of Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Print Signature \*

Billing Address: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_ FAX: \_\_\_\_\_

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

**1. How are beverages sold? (Check all that apply)**

\_\_\_\_\_ Plastic bottles \_\_\_\_\_ Glass bottles \_\_\_\_\_ Cans \_\_\_\_\_ Other

**2. Do you allow carry-ins? \_\_\_ Yes \_\_\_ No**

**3. 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 bottles and containers (does not include clam shells or Styrofoam of any type)

**4. 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  
\_\_\_\_\_ Property owner provides waste hauling  
\_\_\_\_\_ Other (describe) \_\_\_\_\_

**5. How many garbage cans are set up at event site? \_\_\_\_\_ (Note: maximum recycling with minimal contamination is achieved when pairing a recycling bin with each garbage can or cluster of garbage cans)**

**6. Check which type of bins you want: \_\_\_ Clearstream \_\_\_ Works of Art Bins (Feel free to use a mixture of both kinds)**

***\* I agree to the terms of use listed on this form and attest that the recyclables collected will be properly recycled.***

Return form to: Rusk County Recycling, 311 Miner Ave E, Suite S110  
Ladysmith, WI 54848 or call 715-532-2167 for more information.

**Office Use Only:**

Date form received: \_\_\_\_\_  
Pick-up date/time: \_\_\_\_\_  
Amount of bins taken: \_\_\_\_\_  
Other items taken: \_\_\_\_\_  
Return date/time: \_\_\_\_\_  
Returned cleaned? \_\_\_yes \_\_\_no