



EVENT/FESTIVAL RECYCLING INITIATIVE: APPLICATION AND BIN REQUEST FORM

Please read and complete both pages:

Name of Event: _____ Date(s) of Event: _____

Event Address: _____

Event Manager or Contact: _____

Mailing Address: _____

Phone

Fax

E-Mail Address

Event Description (i.e. estimated number of attendees, number of vendors, will alcoholic beverages be served)

Please describe any past recycling efforts at your event:

What do you plan to recycle, and how do you plan to manage the recyclables collected during your event?

Name of contracted hauler if applicable: _____

Recycle Bin Request Specifications:

Equipment drop-off date & time:

Exact drop-off location:

Equipment pick-up date & time:

Number of bins requested (increments of 20*, maximum 100):

Name of Person signing for receipt of equipment (required):

Received by (to be signed at the time of pick-up/delivery):

Date:

Time:

*Special arrangements for smaller quantities can be made on a case-by-case basis. **Please note that a \$100 refundable deposit is required for every 20 bins reserved.** For example, if you reserve 20 bins, your deposit amount is \$100. If you reserve 40 bins, your deposit amount is \$200, and etc. There are five carts of twenty for a total of 100 recycle bins available for use. Your **application and deposit check is due 14 days prior to your requested drop-off date.** Please make your check payable to Muskegon County Public Works. The equipment will be dropped off, and picked up by County Staff unless other arrangements are made. Please make sure that the above named person is present to sign for receipt of the bins at the agreed upon drop-off time and location. Set-up, maintenance and take-down are the responsibility of event volunteers/staff. If the equipment is not properly cleaned and stowed for pick-up at the agreed upon time and date, you will forfeit your deposit. The equipment loan is not guaranteed until the application is approved and the deposit is made. You will receive confirmation and a decision on your application within 3 business days of receipt. Apart from normal wear and tear, all equipment is expected to be returned in the same condition in which it was received in order to get a full refund. **Once Muskegon County has retrieved the bins and the conditions above are satisfied, your deposit check will be voided and shredded.**

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 have received a copy of the Recycling Guide for Muskegon County Event Coordinators, and I and/or the organization I represent, agree to be bound by all applicable policies described herein. I and/or the organization I present 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 Muskegon County, 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.

Signature:

Date:

Print your name:

For Office Use

Application Received (date) _____

Approved Denied Reason denied Notified

Deposit received Amount _____ Amount Returned _____

Please return your completed form to:

Muskegon County Department of
Public Works
c/o Sustainability
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
(231 724-6118 (fax))

Questions?

Call 231.724.6411 or email
Sustainability@co.muskegon.mi.us