



## **EVENT KIT USER AGREEMENT**

To help you reduce waste and minimize use of disposable party-ware, Central Vermont Solid Waste Management District (CVSWMD) offers reusable items such as dishes, utensils, glasses, mugs and linens to event organizers who are holding events in CVSWMD's 19 member towns.\*

### Terms and Fees

- Equipment is available on a sliding scale of \$15 - \$75. We operate on the honor system for payment; pay what best fits your budget. If you are unable to pay at least \$15 please contact the CVSWMD outreach team at: [outreach@cvswmd.org](mailto:outreach@cvswmd.org) or 802-229-9383 x102
- An additional deposit fee of \$25 will be refunded when items are returned clean and in good condition. *This \$25 portion of your total payment should be in a separate check so we can return or destroy it after items are returned.*
- Fees are due before picking up your event kit from our facility at 540 North Main St, Barre VT – use the main door to the Additional Recyclables Collection Center in the back of the building.
- *If event kit equipment is damaged or not returned:* the \$25 deposit will not be returned and the user will be charged for the cost of replacing missing/damaged items.
- *If the event kit is not returned by the agreed-upon date:* A late fee of \$50 per day will be charged to the user. Please contact CVSWMD at least 24 hours in advance if you need to re-schedule your appointment. [outreach@cvswmd.org](mailto:outreach@cvswmd.org) or 802-229-9383 x102

*Disclaimer: Items will be clean upon receipt, but please inspect items before use. CVSWMD cannot guarantee that items you receive are sanitized, therefore we encourage you to pre-wash and sanitize items before using. Dishware and flatware must be washed and sanitized before returning. CVSWMD will provide you with sanitizing tabs and bussing tubs to make this process simple for outdoor events.*

*All linens must be washed, dried on a hot temperature in a drier and folded before return. Signing below indicates that you understand that CVSWMD does not guarantee you are receiving sanitized items, and that you also understand that we expect them to be sanitized (either in a dishwasher, or using the sanitizing tabs we provide you) before return.*

By signing this agreement, the user agrees to use the items in the event kit with care and respect, so that others may continue to enjoy it. It is the user's responsibility to make sure all items are returned:

- Intact (all original borrowed items, when possible replace lost or broken items with similar).
- CLEAN of food debris and residue - items must be washed properly and sanitized.
- User will use our bin loan dishwashing station (free of charge) if you do not have a dishwasher or sanitizing area.
- Returned in their original containers – use the bins and wrapping that came with your collection to protect from damage during travel.
- On time (event kits must be returned within 7 days of pickup, on agreed upon return date. Pick-up and return time should be arranged with CVSWMD staff in advance.

*\*CVSWMD Member Towns: Barre City, Barre Town, Berlin, Bradford, Calais, Chelsea, Duxbury, East Montpelier, Fairlee, Hardwick, Middlesex, Montpelier, Orange, Plainfield, Tunbridge, Walden, Washington, Williamstown, and Woodbury.*

By signing below, the user agrees to the above requirements for using event kit. Please mail/email to: CVSWMD 137 Barre St, Montpelier VT 05602 or [outreach@cvswmd.org](mailto:outreach@cvswmd.org).

Use fee amount: \$ \_\_\_\_\_ Check number: # \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Pick-up date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Alternate contact & phone number: \_\_\_\_\_

Write in number of items to be borrowed:

	# of Items	# of Bins (CVSWMD will fill out)
Dinner Plates (282 total)		
Small Plates (231 total)		
Forks (297 total)		
Knives (262 total)		
Table Spoons (70 total)		
Teaspoons (155 total)		
10 oz. Glass Tumbler (215 total)		
8 oz Mason Jars (39 total)		
12 oz Mason Jars (24 total)		
Mugs/teacups (51 total)		
Tablecloths (25 total)		
Napkins (80 total, pink)		
Napkins (60 total, purple/plum)		
Napkins (62 total, multiple colors)		
Dishwashing Station (3 per station, 3 available)		

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