

## Waste Wise Events Equipment Loan Form

Thank you for choosing to use WMRC Waste Wise Equipment for your next event. The water stations and bin toppers are a great way to encourage people to refill water bottles, recycle better and reduce waste to landfill. Our water stations and bin toppers are available to borrow for community events within the WMRC: Claremont, Cottesloe, Mosman Park, Peppermint Grove and Subiaco.

**Please complete and return this form via email for confirmation of your booking.**

### Contact Details:

Name:	
Email:	
Phone:	
Organisation:	
Member Council:	

### Event Details:

Event name:			
Start date/time:		End date/time:	
Event location/address:			

### Hire Details: please select

	Water Bottle Refill Unit 125cm tall x 45cm wide, 10m tap connection hose. 20kg weight.		Water Rehydration Station 10m tap connection hose.
	"Free Water Refill" Feather Flag		Feather Flag Base Plates (Used if flags are not going into grass)
	Trip hazard Hose Covers - to be used to cover Water Station hose pipes 1.2m x 0.5m each		
	240L Red Landfill Bin Topper		240L Yellow Recycling Bin Topper

### Collection & Return:

Collection date/time:			
Return date/time:			

**To ensure we can continue to offer Waste Wise Events Equipment free-of-charge we ask you to read the terms & conditions, tick to agree and sign below:**

	This equipment is being borrowed for a community event within the WMRC: Claremont, Cottesloe, Mosman Park, Peppermint Grove or Subiaco.
	Collection and return of equipment are the responsibility of the hiring organisation. Please allow half-an-hour to run through paperwork when arranging suitable pick-up and drop-off times. WMRC office hours are Monday-Friday, 8:30am-4:30pm.
	Proper care of equipment will be taken during transportation, set-up and pack-down.
	The equipment will not be left unsupervised or left overnight without appropriate security.
	The cost of any damage to equipment or lost parts while in your possession will be covered by the hiring organisation.

**Water Stations specific terms & conditions:**

	Water stations, feather flags, base plates and trip hazard hose covers will be signed in and out on collection and return from the WMRC admin office at: <b>2/317 Churchill Ave, Subiaco WA 6008.</b>
	There is access to a mains water tap at event location to hook water stations in to.
	The mains water tap has a thread to attach the hose to (i.e. it is not a self-closing tap).
	Water Stations will not be set-up near live exposed electrical connections/wiring or in high wind areas.
	Water hoses that pass over traffic areas will be covered by trip hazard hose covers.
	Water will be flushed through fountains before use and at the beginning of each day.
	If water stations are being <i>supervised</i> overnight, they will be covered.
	Water stations, fittings, hoses and instructions will be emptied of water, cleaned and dried before being packed into carry bag and returned to WMRC.

**Bin Toppers specific terms & conditions:**

	Bin toppers will be signed in and out on collection and return from the WMRC storage locker at: <b>1 Harborne St, Subiaco WA 6008.</b>
	Bin toppers will be placed in pairs with a yellow bin topper on a yellow lidded recycling bin and a red bin topper on a red or dark green general waste bin.
	Bin toppers will be returned with the same level of cleanliness to which they were borrowed.

**We encourage you to:**

	Pre-promote Waste Wise Equipment so event attendees know to bring a reusable water bottle and they can correctly dispose of waste at event with recycling and general waste bins
	Use signage (and/or feather flags) at event for easy to find water stations and recycling/landfill bin.
	Include water station and bin locations on event map.
	Announce water stations and encourage use at event as well as promote correct recycling.

**I have read & agree to the terms & conditions:**

Name	Signature	Date:

# Equipment Collection & Return Form

This part of the form is to be completed by a WMRC team member with you upon collection and return of your equipment. Please pay attention to sections which need the **quantity required**.

Please tick	Check out: ✓	Part:	Quantity required.	Check in: ✓	Notes:
Refill Water Station 		Carry bag			
		Water Bottle Refill Unit			
		Water Joiner Hose (short blue hose)			
		Drain Joiner Hose (short blue hose)			
		Tap Adaptor short (screwed into long)			
		Tap Adaptor long			
		Water Hose (long blue hose)			
		Drain Hose (long blue hose)			
		Base Plate			
		Set-up and usage instructions			
		Flow Meter Reading			

Rehydration Station 		Carry bag			
		Water Bottle Refill Unit			
		Water Joiner Hose (short blue hose)			
		Drain Joiner Hose (short blue hose)			
		Tap Adaptor short (screwed into long)			
		Tap Adaptor long			
		Water Hose (long blue hose)			
		Drain Hose (long blue hose)			
		Base Plate			
		Set-up and usage instructions			
		Flow Meter Reading			

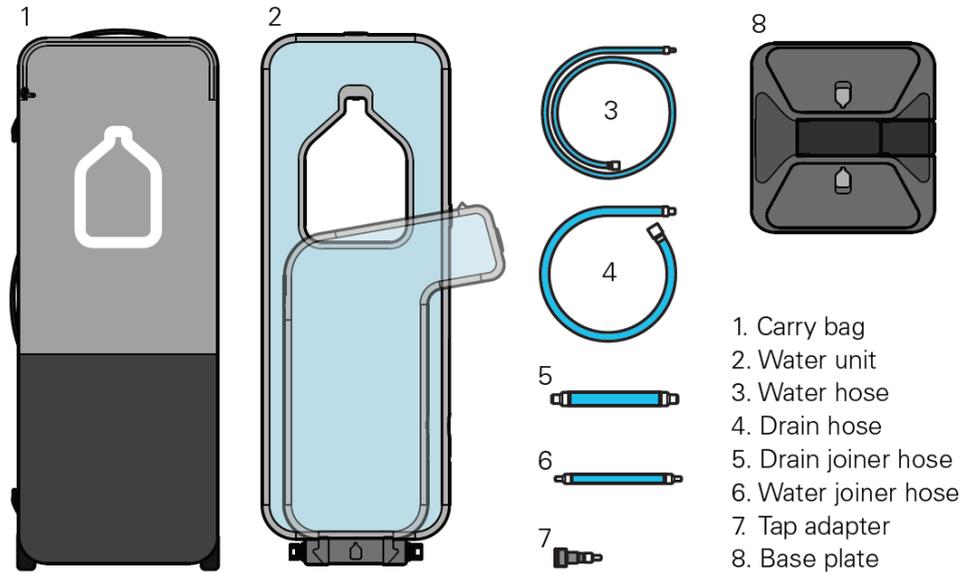
 Hose Covers		Trip Hazard Hose Covers			
Feather Flags 		Flag			
		Pole with rubber tip			
		Pole with two silver ends			
		Pole plain black			
		Pole with screw			
		Silver pole			
		+ Base plate (optional)			

Bin Toppers 		240L Red Landfill Bin Topper			
		240L Yellow Recycling Bin Topper			

	WMRC Signature:	Date:	Contact Signature:	Date:
Check out:				
Check in:				

# Water Station Set-up

These instructions will be enclosed in the carry bag for you to use upon set-up and pack-down of the water stations.



1. Carry bag
2. Water unit
3. Water hose
4. Drain hose
5. Drain joiner hose
6. Water joiner hose
7. Tap adapter
8. Base plate

### SET UP - Single Bottle Refill or Drinking Fountain

1. Check tap for pressure and clean water.
2. Connect the tap adapter and drinking hose.
3. Choose suitable location and position the base. Lower the unit in to the base so it clips in place.
4. Flush all the hoses with clean water prior to connecting to the unit. As a guide 10sec per 10m hose. If the hoses appear dirty do not use.
 

Option: If needed you can fill the base with water for more stability.
5. Connect the water hose and the drain hose to either side of the unit. Turn on the tap.
 

Note: The unit has to have a drain hose connected to drain.
6. Press all the buttons to flush out any air bubbles and old water in the lines. Run all the taps for 10 seconds. Check for leaks. If a leak is found turn off the water and check connections.

### SET UP - Multiple Units

7. Follow steps 1 - 4.
8. Use the joiner hoses to link the drain and water lines together between the units.
9. Connect the water hose from the tap to the first or last unit. Connect the drain hose to the first or last unit. Turn on the tap.
 

Note: The unit has to have a drain hose connected to drain.
10. Press all the buttons to flush out any air bubbles and old water in the lines. Run all the taps for 10 seconds. Check for leaks. If a leak is found turn off the water and check connections.

# Bin Topper Set-up

Please read and see images below for correct set-up of bin toppers. Please notes that bin toppers must always be used as a pair.

## Correct set-up:



Red landfill bin topper on red lidded landfill bin and yellow bin topper on yellow lidded recycling bin.



Red landfill bin topper on dark green lidded landfill bin and yellow bin topper on yellow lidded recycling bin.

## Incorrect set-up:



In both of the above pictures the yellow recycling bin topper has been placed on a either a red or dark green lidded landfill bin. Please ensure bin toppers are placed on the correct bin for both landfill and recycling.



Landfill bin but no recycling bin. Please note, **bin toppers must always be used as a pair.**