



# Bottled Water Request Form

Mail, fax, or email completed form to:

City of Hamilton, South Water Treatment Plant, 5140 River Rd., Fairfield, OH 45014

Fax # (513) 867-7308

Email: kim.kirsch@hamilton-oh.gov

Questions? Please call us at (513)785-7428 or email kim.kirsch@hamilton-oh.gov

**Please complete all fields to avoid delay in processing requests.**

## Contact Information:

Today's Date:		
Head of Organization (Name and Title):		
Name of Organization:		
Organization 501 © (3) status or non-profit Tax I.D. Number:		
Street Address:		
City:	State:	Zip:
Organization Phone #:		
Contact Phone #:		
Contact Email:		

## Event Information:

Name of Event:	# of Cases Requested (maximum of 10 cases @ 24 bottles per case):
Location & Address of Event:	
Describe Event:	
Explain How Water Will Be Used:	
Event Date:	
Event Times (a.m./p.m.) _____ to _____	
Anticipated Attendance:	
Name of Volunteer picking up the water:	

**By signing this form, I acknowledge on behalf of myself, the requesting organization and those related to the organization that we have received, read, understand and will abide by Hamilton's Bottled Water Program Policy Guidelines and Procedures.** We agree not to allow this water to be sold, and to only use it for the event specified. We also acknowledge, understand and agree that Hamilton shall not be responsible for any illness or injury as a result of consuming the water, damage or injury to vehicles, persons, or otherwise during the transportation and pick up of the water. We agree that upon the undersigned's execution hereof we shall be deemed to have released and agreed to indemnify and hold harmless Hamilton and its council, employees and contractors from any and all illness or injury as a result of consuming the water, losses, claims or damages, including reasonable attorneys' fees, related to the donation of the bottled water for the event, including, without limitation, any damage or injury resulting from the transportation or pick up of the water or the breach of this agreement. It is the undersigned's responsibility to review all pick up guidelines with representatives of the organization, including the release and indemnity obligations. I represent and warrant that I am authorized to bind the requesting organization and its representatives by my below signature.

**Head of Organization Signature (Required):** \_\_\_\_\_

**\*\*Pick-up Volunteer Signature (Required):** \_\_\_\_\_

\*\*All loading and pick-up information is understood by the signed volunteer\*\*

### For City of Hamilton Use Only

Date received: _____	# of Cases Authorized: _____	Pick Up Time: _____ am/pm	Pick Up Date: _____
Approved by: _____ City Manager Approval (if more than 10 cases) _____			
Signature of Recipient: _____		Name (Print): _____	
Date Picked Up: _____	Time Picked Up: _____	Staff Signature: _____	

# City of Hamilton - Bottled Water Program Policy

## Guidelines and Procedures

City of Hamilton's (Hamilton) Bottled Water Program was established as part of Hamilton's ongoing effort to provide public education and outreach to its customers. The program offers non-profit organizations within Hamilton's service area bottled water for community events.

- All bottled water requests considered by Hamilton must be submitted by non-profit organizations located within Hamilton's service area or as approved
- Quantities are limited and requests are granted on a first-come first-served basis. A request must be made by submitting a completed Bottled Water Request Form to the City of Hamilton. A copy may be obtained by calling (513) 785-7428, emailing kim.kirsch@hamilton-oh.gov, or by visiting [www.hamilton-city.org/769/Bottled-Water-Request](http://www.hamilton-city.org/769/Bottled-Water-Request). Completed forms should be submitted by fax to (513) 867-7308; by mail to City of Hamilton, South Water Treatment Plant, Attention: Bottled Water Requests, 5140 River Road, Fairfield, OH 45014; or by email to kim.kirsch@hamilton-oh.gov. Requests must be received a minimum of 14 days in advance of the event.
- Water is donated at no cost to non-profit organizations and must not be sold or used for any events other than the event specified on the request form. If it is determined that the donated water has either been sold or used for other events, the organization may be disqualified from consideration of any future requests.
- The City of Hamilton has a limited budget for this program. Once your bottling request is received our team will review your information to determine if it meets our current guidelines. Upon approval of the request, City of Hamilton will contact the organization via email to arrange a date and time for the organization to pick up the water.
- Water is available in half-liter (16.9 ounce) bottles, and packaged in cases of 24. Water will be distributed in full case quantities only.
- All water is provided at room temperature and should be stored indoors before use.
- The pickup, loading, and transportation of the bottled water are the responsibility of the requesting organization. Each case weighs approximately 25 lbs. It is the responsibility of the requesting organization to bring appropriate transportation, staff and necessary equipment to safely load and transport the water. The City of Hamilton is not responsible for any injury or damage to vehicles, persons or otherwise during the transportation and pick up of water. The requesting organization and those related to the organization, including, without limitation, those transporting and picking up the water, shall be deemed to have released and agreed to indemnify and hold harmless Hamilton and its council, employees and contractors from any and all losses, claims or damages, including reasonable attorneys' fees, related to the donation of the bottled water for the event, including, without limitation, any damage or injury resulting from the transportation or pick up of the water or the breach of this agreement. Scheduled times will be Monday and Friday between the hours of 8:00 a.m. – 12:00 noon. Hamilton is not responsible for a missed scheduled pick up.
- Please contact the City of Hamilton at (513) 785-7428 to return any unopened cases of water. If someone other than the person who is filling out the request for donations is picking up the water, it is your responsibility to let us know who they are and that they understand the pick-up times and days of the week.
- In the best interest of the environment, organizations requesting bottled water should provide appropriate waste storage containers at the event and are strongly encouraged to reuse and recycle the plastic bottles.
- Bottled Water Recipient will recognize the City of Hamilton's donation of Bottled Water in its publicity for the Event.
- Confirmation of your bottling request will be sent to you by email. Also, please review the bottling agreement completely before signing it. Under no circumstances can the water be used for any events other than the event specified in the request form or can the bottle be relabeled. If it is determined that the bottled water is being used for other events or is relabeled, the organization will be disqualified from consideration of any future requests.