



SUSTAINABLE EVENTS GUIDE

EVENTS
IN INDOOR VENUES



MANCHESTER
CITY COUNCIL

Julie's Bicycle

CREATIVE • CLIMATE • ACTION



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Providing you with the inspiration to plan and manage a sustainable event

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Guides and websites to plan your next sustainable event.

GUIDES ARE ALSO AVAILABLE FOR:

Major Outdoor Events
Small Outdoor Events
Community Events
Production Suppliers
Food & Drink Traders
Waste & Cleansing Services



01

INTRODUCTION

Manchester City Council is committed to ensuring that the events we organise, support and host contribute to making Manchester a thriving, progressive and attractive city and to the economic, social and environmental well-being of our city. Information on the council's sustainable events commitment and initiatives, as well as the range of sustainable event guides available for event organisers, suppliers, service providers and venues is available on our Sustainable Events webpage.

Of the three strands of impact, the environmental aspect deserves particular emphasis given that climate change is one of the most urgent issues facing us today and leaves no corner of the planet untouched. It is clear from the increasing floods, wildfires and other weather related disasters that

the effects are taking place right now. In response to this global issue, in 2018 Manchester set the ambitious target of becoming a zero carbon city by 2038.

As the operator of a venue hosting one of our events, you can make a difference in helping to make this happen in particular by:

- reducing energy use and purchasing or using renewable and/or sustainable energy sources
- conserving water
- providing and supporting measures to reduce, reuse and recycle waste
- supporting and promoting the use of low or zero carbon travel options to the venue
- choosing catering providers with strong sustainability credentials

ABOUT THIS GUIDE

This guide aims to provide you with inspiration on the kind of actions you can take as regards:

- what you are already doing on sustainability for specific events and
- what you can commit to doing on sustainability for specific events
- what you are already doing on sustainability overall as a business

It is split into sections and it may be that you concentrate on one area to begin with (e.g. travel) then the following year you broaden your aims to other areas (e.g. energy and food & drink). It's your guide to use as best suits you and your event as you work towards leaving the most positive impact of your event.

Whilst this guide is intended as a checklist and inspiration for you, we'd love you to use this opportunity to tell us more about what you are doing or plan to do, please complete and return this form to sustainable-events@manchester.gov.uk. We're keen to know where good ideas can be shared or where more support is needed. Please use the 'How' column to record a few details (don't just tick the boxes). This is helpful for sharing knowledge within your organisation, to us and to other organisations who can learn from you.

It's not easy but it'll be worth it

We know that managing an event in an environmentally sustainable way can be a challenge. The pop-up nature of events makes them vulnerable to the global culture of disposability and waste that happens in daily life, but which is having devastating impacts on our planet. The often short timescale of events can also present difficulties around finding ways to reduce negative environmental impacts.

Sometimes there might be an initially high cost to providing a lower impact solution (like reusable cups instead of disposable) but over time you will see reduced costs as you shouldn't have to buy as many (throwaway) items.

We don't have all the answers but we're working to find out more about how to reduce the negative impacts of events, including those we deliver ourselves, so please do keep in touch with us and we'll continue to learn and improve together.

Note: this guide goes beyond obligations which you may already have under law, license or contract, e.g. disposing of waste within the law, respecting noise limits, complying with health and safety standards.

There are free online tools to help you monitor the environmental impact – see resources section of this guide.





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EVENT DETAILS



Name of event _____

Date(s) of event _____

Location of event _____

Your role (e.g. Facilities
Manager, Event Manager) _____

Organisation name _____

Your name _____

Your email _____

Your phone number _____

WHAT YOU ARE DOING OR CAN DO FOR THIS EVENT

ENERGY

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	N/A	Already doing			Commit to do	How
	Yes	No	If yes, do we need to improve?			
Generate on-site renewable energy e.g. combined heat and power, solar photovoltaic panels, biomass boilers, ground source heat pumps						
Purchase electricity on a green tariff or renewable energy contract						
If temporary power required for this event – work to accurately assess power demand to avoid over-specifying generators – either ask event power users for e.g. a list of equipment, power ratings and running times, or ask power provider to do this						
If hiring temporary power for this event, choose low or zero carbon power sources e.g. hybrid or biodiesel generators, solar panels						
Adjust heating and cooling to event space use, seasons, time of day etc. to reduce energy use						
Have a procedure in place to turn off all unnecessary lighting and equipment when not in use						

ENERGY



	N/A	Already doing		Commit to do	How
		Yes	No		
Use low energy lighting and lighting systems including for flood lighting e.g. LEDs, timers, motion sensors					
Use energy efficient equipment and appliances					
Provide event organiser and staff with instructions on energy-saving actions to be followed at the venue					
Monitor and measure energy use and source for the event (load-in to load-out) and report to event organiser – mains electricity and gas, on-site generation, temporary power *					
Make recommendations to the event organiser on how to use less energy and/or more sustainable energy for future similar events at the venue					
Provide visible information in the venue on what we are doing on energy – use, efficiency and source					
Further comments					

* Free tools are available online for monitoring environmental impact — see Resources section of this document

WATER



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	N/A	Already doing			Commit to do	How
	Yes	No	If yes, do we need to improve?			
Make mains water, standpipes or bulk water dispensers and refillable bottles available to e.g. event staff, contractors, sports people etc. to avoid single use disposable bottles/cups						
Use water-efficient fixtures and equipment e.g. waterless urinals, low-flush or dual flush toilets, low-flow taps, timer-taps on sinks						
Collect and use rain water or grey water – e.g. water used in sinks or showers – for flushing and/or irrigation						
Specify the use of water efficient cleaning equipment and methods and eco-friendly cleaning products						
Provide event staff and contractors with instructions on water-conservation and pollution prevention						
Carry out checks during the event to identify any issues (e.g. leaks) and ensure water saving and pollution prevention measures are followed						
Monitor and report event (load in to load out) water and wastewater*						
Make recommendations to the event organiser on how to use less water for future similar events at the venue						
Provide visible information in the venue on what we are doing on water – use, source, pollution prevention						
Further comments						

WASTE & CLEANSING



	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Choose waste and/or cleaning contractors which can demonstrate the environmental credentials of both their business and the service offered						
Provide event recycling facilities for event-goers – at least plastic, cans and glass – and clear signage						
Provide specific recycling facilities for event staff and contractors e.g. batteries, food waste, oils and fats						
Provide event staff and contractors with instructions on waste separation, recycling and reuse						
Require waste /cleaning contractor to carry out checks on waste separation, recycling and reuse at the event						
Require waste contractor to provide detailed event waste reports – volumes, types, disposal						

WASTE & CLEANSING



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	N/A	Already doing		Commit to do	How
		Yes	No		
Monitor and report event waste (load in to load out) – volumes, types, disposal methods*					
Make recommendations to the event organiser on how to reduce waste and increase reuse and recycling for future similar events at the venue					
Tell event-goers, sportspeople, performers etc. what we are doing on waste and what they can do to help					
Further comments					

TRAVEL

	N/A	Already doing		If yes, do we need to improve?	Commit to do	How
	Yes	No				
Support event organiser to work with the local transport authority and/or companies and sustainable transport charities or campaigns to provide alternatives to car travel e.g. shuttle buses, car-sharing						
Provide secure bike parking						
Make information about public transport and other low and zero carbon options for travelling to the venue available to event-goers						
Make information about public transport and low and zero carbon options for travelling to the venue available (on your website and to the event organiser) so it can be shared with participants e.g. information on cycling facilities, changing rooms						
Do an event-goer / participant travel survey or include travel in existing visitor or audience surveys						
Support the event organiser in monitoring and reporting on event-goer/participant travel						
Further comments						

FOOD & DRINK

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	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Use local catering providers and suppliers						
Use catering providers which can demonstrate sustainable practices e.g. using local, seasonal, organic, Fair Trade produce, sustainably sourced fish. Ideally caterer should have NCASS certification*						
Ensure event-goers and participants have a choice of e.g. vegetarian, vegan, healthy options						
Cut the plastic! Ban the use of damaging, single use materials e.g. plastic bags and cups, straws, polystyrene boxes						
Support GM's plastic free campaign https://plasticfreegm.com/						
Provide catering providers with information/training on reducing, and recycling catering waste e.g. bulk dispensing instead of single sachets, recycle oils, compost or recycle food waste, providing doggy bags, redistributing surplus food						
Provide catering providers with instructions on separating, storing and disposing of oils and fats						
Further comments						

If organising catering providers or food and drink traders for events at your venue, refer also to the Food & Drink Trades Guide on our sustainable events webpage.

* Nationwide Caterers Association

PRODUCTION

N/A	Already doing			Commit to do	How
	Yes	No	If yes, do we need to improve?		

Sound, Lighting, Vision

Specify the use of energy-efficient equipment e.g. LEDs, tungsten rather than discharge lights, active PAs, low wattage amps					
Ask if rechargeable batteries can be used e.g. for mics					

Other Production

Ask suppliers/production designers to <ul style="list-style-type: none"> Use hired, borrowed, reclaimed or recycled materials rather than buying new Design for ease, reuse and recycling of temporary structures, stands, stages e.g. using standard size, easily dismantled set 					
Specify the use of sustainably sourced wood e.g. Forestry Stewardship Council (FSC) certified					
Specify the use of low-impact materials e.g. non-PVC materials, zero or low Volatile Organic Compounds (VOCs) adhesives and coatings, water-based and low VOC paints					

All Production

Ask production companies to report on reuse/recycling, material sourcing and waste disposal					
Further comments					

MARKETING & MERCHANDISE

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	N/A	Already doing		Commit to do	How
		Yes	No		
For event materials (e.g. signs, stands, banners, lanyards) specify the use of sustainable materials and design for reuse or recycling (e.g. Avoid hard-to-recycle materials like plastics, polystyrene and PVC)					
For printed materials, specify the use of recycled, sustainably sourced, unchlorinated and uncoated paper or card, using water or vegetable based inks					
Ask suppliers/production designers to <ul style="list-style-type: none"> • Use hired, borrowed, reclaimed or recycled materials rather buying new • Design for ease, reuse and recycling of temporary structures, stands, stages e.g. using standard size, easily dismantled set 					
For t-shirts/other branded clothing, specify the use of Fairtrade and organic textiles printed with water based inks or vegetable dyes					
Work with sponsors to ensure merchandise and give-aways are sustainably and responsibly sourced					
Further comments					

LOCAL BUSINESS & COMMUNITIES

	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Work with local companies and suppliers as much as possible – lowering travel impacts and supporting local economy (e.g. promotion of a local, ethical business that aligns to the event)						
Work with the event organiser and partners to provide volunteering and work placement opportunities for local people						
Work with the event organiser to provide affordable or free tickets for e.g. local people, communities, low-income families						
Work with an organiser to provide attendance and audience profile data to the Council event manager to help estimate the economic impact of the event						
Further comments						

WORK

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	N/A	Already doing		If yes, do we need to improve?	Commit to do	How
		Yes	No			
Provide for the welfare of venue and event staff, contracted staff and volunteers working during the event e.g. providing training and inductions, rest and break facilities, catering, safe travel after hours, etc.						
Pay at least Manchester Living Wage for those we employ or contract directly for this event						
Choose traders, suppliers and contractors which pay at least the Manchester Living Wage						
Avoid zero-hour contracts for those we employ or contract directly for this event						
Avoid zero-hour contracts for those we employ or contract directly for this event						
Further comments						

WHAT YOU ARE DOING AS AN ORGANISATION

POLICY & PRACTICE



	Yes	No	N/A	How
We have a sustainability or environmental policy which covers our venue/s – if so please provide				
We have a dedicated environmental, energy or sustainability role for our venue/s				
We track the environmental impacts of our venue/s on at least an annual basis				
We have received sustainability awards and/or have up-to-date sustainability certifications – if so please let us know which ones				
We actively support specific community projects or charities – if so please let us know which ones				
We pay at least the Manchester Living Wage to everyone we employ and contract directly as a venue operator (not just for this event)				
We require suppliers and contractors to pay at least the Manchester Living Wage to the people they employ and contract (not just for this event)				
We do not use zero hours contracts for the people we employ and contract directly (not just for this event)				
We do not use zero hours contracts for the people we employ and contract directly (not just for this event)				

USEFUL GUIDES & WEBSITES

Energy

Powerful Thinking [Guide to Smart Energy for Festivals and Events](#)

Powerful Thinking [What to Ask Your Energy Supplier Factsheet](#)

Waste & Cleansing

Julie's Bicycle [Water Management in Buildings](#)

Julie's Bicycle [Waste Management in Buildings](#)

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Travel & Transport

[Sustrans](#) sustainable transport campaign

Food & Drink

Raw Foundation and Kambe Events [Plastic Free Festivals Guide](#)

Feeding Manchester's [guidance on sustainable food](#)

[FareShare Greater Manchester](#) food waste charity

Nationwide Caterers Association (NCASS) [Sustainability Tips for Caterers](#)

Suppliers

Julie's Bicycle [Sustainable Procurement Guide](#)



CARBON FOOTPRINT TOOLS

Powerful Thinking **festive fuel tool**

Julie's Bicycle's CG Tool to understand the environmental impacts of cultural buildings, offices, outdoor events, tours, and productions



SPECIAL THANKS

Julie's Bicycle

CREATIVE • CLIMATE • ACTION

Special thanks to Julie's Bicycle for the extensive work carried out in producing this guide.

Julie's Bicycle is a charity with 11 years' experience supporting the creative community across the UK to take direct action on climate change and the environment.

Julie's Bicycle is an internationally recognised expert in the field of creative industries and climate action and has trail-blazed the methodologies, resources and research, narratives, and values to ensure a rapid and just transition for a new green creative economy.



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