



THE LAMBETH GREEN EVENTS GUIDE



LONDON BOROUGH OF LAMBETH

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Introduction

The organisation, delivery and legacy of all events involve some form of environmental impact. Some of these impacts are explicit, like land use and waste. Others are more subtle, for example the carbon emissions created by sourcing and consuming food at the event. Event managers and organisers need to understand the environmental impact of their events and strive to minimise it. Running events sustainably is not only good for the environment, but it also improves the audience experience and helps minimise cost, for both the organisers and the attendees.

Lambeth Council is committed to managing and running events sustainably. In January 2019, the council declared a climate emergency and committed to becoming carbon neutral by 2030. Lambeth Council's operations will become carbon neutral by 2030. This means that we want to minimise the negative externalities of all our small, medium, large and major events in Lambeth Parks and Open Spaces, as well as Public Highways and Council Buildings. This guide highlights the practical steps that managers and organisers should take to minimise the environmental impact of their events.

How to use this guide

This guide provides advice on how to manage and run your event sustainably. It outlines some simple steps that you should take to reduce the impacts of each aspect of your operation.

We have designed a set of requirements for small & medium and large & major events, to support organisers to run and manage their events sustainably. We have divided the requirements among “*Essential*” and “*Desirable*”. “*Essential*” are simple and easily achievable requirements that all organisers must strive to adhere to. “*Desirable*” requirements are for organisers that want to go above and beyond. These are slightly more challenging requirements, and we recognise that it will not always be possible to meet them, but we strongly advise all organisers to try and do so.

The Sustainability Team and the Events Team will oversee the implementation of the guide and will support all organisers in minimising the environmental impact of their operations. Going forward, they will carry out regular site inspections. If, during the inspections, you are found to breach the “*Essential*” requirements, this will affect any future applications to hold an event in Lambeth and may result in loss of Damage Deposit. Therefore, we encourage all organisers to read this guide, and start working towards the “*Essential*” requirements now.

Practical ways to reduce your environmental impact

Energy

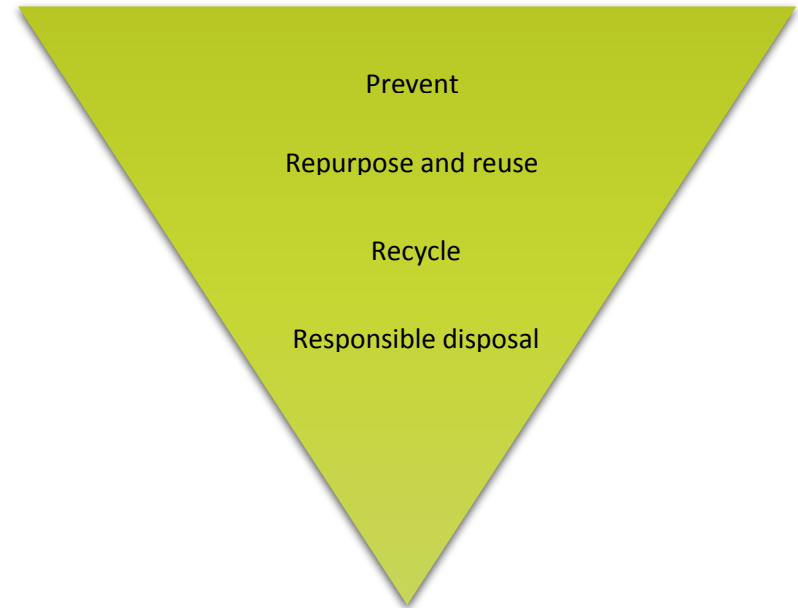
As a Council, we aim to become carbon neutral by 2030 and we are, therefore, committed to reducing the carbon footprint of our events. We want to minimise energy use and use energy efficient equipment.

	Essentials	Desirables
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> Minimise your energy use. Work with your suppliers to see if they can reduce the amount of power they require; Ensure generators are not left idling unnecessarily, and switch off when not needed Ensure your staff are aware of how to use energy responsibly to minimise energy use (e.g. deliver a 10 minute talk to show your staff how to use equipment to minimise energy use) Use only energy-efficient equipment (e.g. LED lights, microphones powered by batteries) Minimise heating use where possible. When safe to do so, use natural ventilation instead of the air conditioner Do not use water coolers 	<ul style="list-style-type: none"> Do not use a personal generator. If you can't avoid it, ensure your generator is hybrid. Please consult the Appendix for a list of providers of hybrid generators. Make an assessment of how much power you will need prior to the event, and book generators accordingly Use timers to switch off equipment that is not needed for a long period of time Use rechargeable batteries for microphones and stage equipment Conduct an energy assessment (heating and lighting) record your findings and consider suitable alternatives for operational improvements (i.e. what type of equipment is really needed)
Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> Monitor and report your energy use. Please visit the website of the Carbon Trust for more resources to conduct an energy audit or download this guide on "how to conduct a walk-around survey". Ensure generators are not left idling unnecessarily, and switch off when not needed. Ensure your staff are aware of how to use energy responsibly to minimise energy use (e.g. deliver a 10 minute talk to show your staff how to use equipment to minimise energy use). Use rechargeable batteries for microphones and stage equipment Do not use water coolers. Minimise heating use where possible. When safe to do so, use natural ventilation instead of the air conditioner. 	<ul style="list-style-type: none"> Do not use a personal generator. If you can't avoid it, ensure your generator is hybrid. Please consult the Appendix for a list of providers of hybrid generators. Make an assessment of how much power you will need prior to the event, and book generators accordingly Use timers to switch off equipment that is not needed for a long period of time. Conduct an energy assessment (heating and lighting) record your findings and note down suitable alternatives for operational improvements (i.e. what type of equipment is really needed). Share your results with the Events team. Calculate and offset your carbon emission (for further information please consult the Appendix). Make an assessment of how much power you will need prior to the event, and book generators accordingly Use LED stage lighting, energy efficient equipment (fridges, printers) and/or solar powered equipment to minimise energy use and cost

Waste

Our aim is to achieve Zero Waste at all our events by 2025. To do so, we aim to apply to waste hierarchy (below) when managing waste at all events. This means that we are committed to:

1. **Prevent:** preventing waste from being generated in the first place, by using less materials when planning and developing our events
2. **Repurpose and reuse:** repurpose and reuse items by using them in other events or by donating them to charities and community projects
3. **Recycle:** Recycling as much as possible and turn items into new products and materials, by giving our staff and attendees the necessary information and equipment to recycle properly
4. **Responsible disposal:** disposing of waste responsibly and avoiding, whenever possible, landfill



	Essentials	Desirables
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> • Make sure the bins are easy to see and can be spotted from any location at the event • Ensure your staff are aware of how to segregate waste and dispose of food waste (e.g. deliver a 15 minutes talk to show your staff what goes where) • Donate items that cannot be reused to local or national charities and community projects (see the end of this document for a list of charities) 	<ul style="list-style-type: none"> • Provide bins to separate general waste from mixed recycling (cardboard, paper, plastic, metal and glass) • Label the bins clearly and communicate what goes where, by adding a sign on top of each bin. Keep the messaging clear (e.g. say “cans”, not “mixed metal”. Avoid saying “mixed recycling”, add a description of the items that can be disposed, like, for example, plastic, paper and glass). • Provide bins for food waste and compostable items • Work with your waste management provider to find out where waste is being taken and how it is processed. Ensure 80% of your waste is recycled, with a view to recycle 90% in 2020 and 100% in 2021. If the provider says that “waste is handled off-site” ask how this is done, what proportion is recycled and what is the level of contamination.

Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> • Provide bins to separate general waste from mixed recycling (cardboard, paper, plastic, metal and glass) and food waste. • Label the bins clearly and communicate what goes where, by adding a sign on top of each bin. Keep the messaging clear (e.g. say “cans”, not “mixed metal”. Avoid saying “mixed recycling”, add a description of the items that can be disposed, like, for example, plastic, paper and glass • Used bins of an appropriate size (e.g. 1100L) • Make sure the bins are easy to see and can be spotted from any location at the event • Ensure your staff are aware of how to segregate waste and dispose of food waste (e.g. deliver a 15 minutes talk to show your staff what goes where). • Donate items that cannot be reused to local or national charities and community projects 	<ul style="list-style-type: none"> • All remaining food waste MUST be donated to FairShare • Provide collection points for batteries • Work with your waste management provider to find out where waste is being taken and how it is processed. If the provider says that “waste is handled off-site” ask how this is done, what proportion is recycled and what is the level of contamination.
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Water and grey water

We aim to reduce water consumption, manage water responsibly and minimise the environmental impact of procuring water.

	Essential	Desirable
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> • Provide refill stations or location of nearby water fountains • Erect signs at water points and ensure water wastage is kept to a minimum 	<ul style="list-style-type: none"> • Ban the sale of plastic bottles and provide refill stations or location of nearby water fountains. See the “spotlight” on CanO Water and FRANK Water below. • Hire only compostable toilets • Use water efficient, waterless or dual flush toilets • Work with traders to reuse grey water. Use compost toilets or biocide free flushing liquid. Please consult the Appendix for a list of providers of composting toilets. • Work with Frank Water to provide refill stations

<p>Large major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Provide refill stations and locations of nearby water fountains. See the “spotlight” on CanO Water and FRANK Water below • Provide your staff with reusable water bottles, or ask them to bring their own • If you are installing temporary taps, use reduced flow taps with timed release (push taps) or sprinkler fittings. • Erect signs at water points and ensure water wastage is kept to a minimum • Use non-potable water to clean hard ground surfaces (pavements...). 	<ul style="list-style-type: none"> • Ban the sale of plastic bottles • Place signs to highlight water refill points and have water marshals monitoring water use to ensure water waste is kept to a minimum • Work with Frank Water or Cano Water to provide refill stations. For further information, please consult the box below. • Work with traders to reuse grey water. Use compost toilets or biocide free flushing liquid. Please consult the Appendix for a list of providers of composting toilets.
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Getting to know: CanO Water and Frank Water

CanO Water

CanO Water provides canned drinking water with the lower possible environmental impact. Aluminium cans have the highest recycling rate of any drink on the market, and so represent the most ecological way to address the issue of single use plastic.



FRANK Water

FRANK Water is a charity whose aim is to increase access to safe drinking water, sanitation and hygiene in developing countries. They provide a service for festivals called “Refill”. They serve unlimited refills of filtered, chilled water when the visitors purchase a reusable water bottle or a FRANK Water wristband. The attendees can refill throughout the festival from one of the fixed Refill marquees or from the FRANK Tanks. 100% of profits goes to FRANK Water, in favour of projects that promote access to safe, clean water in developing countries.



Food and drink

We want food and drinks served at events to be healthy and to come from sustainable, certified sources. We aim to minimise packaging, by removing single-use items and using only reusable dispensers. We want food and drinks to be sourced locally when possible.

	Essential	Desirable
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> 10% of the products you buy must come from a sustainable source (e.g. organic milk, free range eggs), or be certified against one of the marks listed below. Have at least 1 healthy option, and a vegetarian and vegan alternative in every menu. One non-alcoholic option in every menu, that is not water or high-sugar (healthy option) 	<ul style="list-style-type: none"> Ensure all containers and cutlery are recyclable or compostable Consider reusable cups and drinking containers for staff and visitors All information about sustainable food are displayed on menus Provide information to help caterers to source food and drinks that meet your minimum standard All meat is sourced from outdoor-reared animals, fish is MSC certified, all milk is organic and all eggs are free range. All food is organic, FairTrade and/or locally sourced Consider local breweries and suppliers for beers and other drinks Eliminate single-use plastic. This includes: plastic bottles, plastic bags, stirrers, straws, condiment sachets, milk pots. All containers and cutlery are compostable.
Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> 30% of the products that you buy must from a sustainable source, or be certified against one of the marks listed below. All meat must be sourced from outdoor-reared animals, fish must be MSC certified, and all milk must be organic. Minimum standards of free range Across the site, 30% of the food and drink choices must be vegan, vegetarian, and non-alcoholic (excluding water or high-sugary drinks). All information about sustainable food must be displayed on menus For packaging: eliminate single-use plastic. This includes: plastic bags, stirrers, straws, condiment sachets, milk pots. All containers and cutlery MUST be compostable/wood. All items need to conform to EN13432 	<ul style="list-style-type: none"> All food is organic, FairTrade and/or locally sourced Consider local breweries and suppliers for beers and other drinks Across the site, 50% of the food and drink choices are vegan, vegetarian, and non-alcoholic (excluding water or high-sugary drinks).

Spotlight on: serve-ware

We aim to recycle and compost as much as possible. Food serve-ware is not always recyclable due to it being covered with food. The best approach is to dispose of the items with the food, using compostable containers. We want all organisers of large events to use compostable serve-ware. For small events, compostable or recyclable items may be used.

Permissible serve-ware

- Wooden cutlery – spoons, forks and knives
- Compostable paper and cardboard cups
- Compostable paper plates and bowls
- Wooden stirrers

Undesired serve-ware

No cornstarch/bio 'Plastic' cups (they are often confused with plastic cups/glasses or compostable waste leading to confusion and lower recycling rates)

- Expanded polystyrene
- Plastic cutlery
- Plastic bags, tea/coffee stirrers, clothing tags and condiment sachets
- Single sachet servings of salt, pepper, sugar, milks or sauces
- Disposable plastic bottles of any type
- Plastics of any type including PET, rPET or HPDE

Some providers of compostable items are listed below – although you are welcome to choose other providers



Marks we like to see



List of Fairtrade Products

There are many [Fairtrade Products](#) out there (please note that “Fairtrade” products are those products that carry the mark above).

- Bananas
- Chocolate
- Cocoa
- Rice and cereals
- Cotton
- Flowers
- Teas
- Herbs and spices
- Sweet, snacks and toys

Mainstream retailers in Lambeth such as Sainsbury’s, Aldi, Argos, M&S, Lidl, Boots, the Co-operative and many more offer a wide range of Fairtrade products. You can also find them in small and larger local coffee shops.

Management and Procurement

We want to manage our events sustainably and to minimise the environmental impact of our operations, from procurement to closure.

	Essential	Desirable
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> Suppliers must have an environmental policy Ensure 10% of your products comes from a certified sustainable source (see above “marks we like to see”) If you need to dispose of used equipment, donate it to a local charity Minimise travel for deliveries and collections by consolidating deliveries and using local companies where possible Do not burn wood. Only use smokeless fuels for stoves, bonfires etc. (Please see here for a list of fuels approved by DEFRA) 	<ul style="list-style-type: none"> Your suppliers must hold an environmental certification (e.g. ISO14001, BRES6001, or similar). Please note: an environmental policy is not sufficient. Hire local salesforce and volunteers when feasible Use Fairtrade and organic T-shirts printed with water based inks or other sustainable materials Use wood products from a certified sustainable source (e.g. FSC) Use only chemical-free cleaning products Do not use a personal generator. If you can't avoid it, ensure your generator is hybrid. Please consult the Appendix for a list of providers of hybrid generators. Monitor the carbon dioxide equivalent of the event (e.g. from generators, distance travelled, mode of transport used, water used, deliveries)
Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> Use only suppliers that are ISO14001 certified OR ensure suppliers have an environmental certification. Please note that an environmental policy is not sufficient. Ensure at least 70% of your products comes from a certified sustainable source (see below for a list of “marks we like to see”) Use wood products from a certified sustainable source (e.g. FSC) Use only chemical-free cleaning products Ensure deliveries/ collections are consolidated and use local companies/ suppliers where possible Hire equipment rather than buying it, and donate used equipment to a local charity after use. If you need to dispose of used equipment, donate it to a local charity Minimise travel for deliveries and collections by consolidating deliveries and using local companies where possible Do not burn wood. Only use smokeless fuels for stoves, bonfires etc. (Please see here for a list of fuels approved by DEFRA) 	<ul style="list-style-type: none"> Hire local salesforce and volunteers when feasible Monitor the carbon dioxide equivalent of the event (e.g. from generators, distance travelled, mode of transport used, water used, and deliveries) and share the results with the Events Team. This is for us to monitor and improve the carbon footprint of our events year after year. You can calculate your carbon footprint using Julie's bicycle's free online calculator. Develop targets to minimise your environmental impact and publish a report post event to display clearly what results you have achieved Use an established tool to certify your green commitment (e.g. Julie's bicycle, ISO20121, a Greener Festival) Use Fairtrade and organic T-shirts printed with water based inks or other sustainable materials

Transport

We want people to use public transport (buses, trains, and coaches), walk or cycle to reach the event. We want to discourage single occupancy car journeys and increase car occupancy when car journeys are unavoidable. We want fewer and shorter contractor deliveries.

	Essential	Desirable
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> Promote sustainable travel alternatives to reach the venue. Encourage staff and attendees to use public transport (e.g. through an email or by displaying information on your website), walk or cycle to the venue. Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys Promote routes that minimise environmental impact Promote bike parking (e.g. ensure visitors are aware of the closes bike parking site). 	<ul style="list-style-type: none"> Ensure deliveries are made using sustainable transport modes (electric vehicles and cargo bike) Record company travel (e.g. through a survey) and use it as a benchmark for next year to try and decrease travel time and distance travelled. Share the results of your survey with the Events Team, so that we can create a baseline of data for future years. Develop a secure and well signed bike park
Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> Promote sustainable travel alternatives to reach the venue. Encourage staff and attendees to use public transport (e.g. through an email AND a map on your website which display the nearest bus stops and train stations and a link to the timetables of trains and buses), walk or cycle to the venue. Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys. Promote routes that minimise environmental impact Develop a secure and well signed bike park Develop a survey to monitor the distance travelled and the mode of transport used by the attendees AND the drivers. 	<ul style="list-style-type: none"> Ensure deliveries are made using sustainable transport modes (electric vehicles and cargo bike) Plan journeys to avoid peak times and minimise impact on rush hour congestion and transport emissions Create a competition – offering incentives and rewards – for your staff to encourage them to reduce their vehicle travel Record company travel (e.g. through a survey) and use it as a benchmark for next year to try and decrease travel time and distance travelled. Share the results of your survey with the Events Team, so that we can create a baseline of data for future years.

Promotion

We want all staff and visitors to be aware of our environmental commitment and to have all the necessary information to minimise their environmental impact when attending the event. We will use social media and other communication channels to do so.

	Essential	Desirable
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> Communicate your commitment to the environment to your staff and the attendees of the event Use your social media channels to communicate your green commitment to the people that will attend the event Communicate your expectations to your suppliers and traders Avoid date-marking on banners and signage to allow reuse Add to the signature of your email “think before you print” 	<ul style="list-style-type: none"> Use e-tickets and discourage attendees from printing the tickets Reuse promotional material Use only recycled, sustainably sources, un-chlorinated and uncoated paper and card for flyers, posters and merchandising Print double-sided and use only water based ink Use lanyards and wristbands made from sustainable materials Work with sponsors to ensure giveaways are made from sustainable materials and minimize the use of giveaways Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other “sustainable” landmarks Do not use plastic-coated laminates for identification and signage Ensure cleaners are educated on environmentally friendly cleaning practices
Large & Major events (>5000 attendees)	<ul style="list-style-type: none"> Use e-tickets and discourage attendees from printing the tickets Communicate your commitment to the environment to your staff Use your social media channels to communicate your green commitment to the people that will attend the event Communicate your expectations to your suppliers and traders Avoid date-marking on banners and signage to allow reuse. Reuse promotional material if feasible. Use lanyards and wristbands made from sustainable materials Add to the signature of your email “think before you print” Work with sponsors to ensure giveaways are made from sustainable materials and minimize the use of giveaways Print double-sided and use only water based ink 	<ul style="list-style-type: none"> Reuse promotional material Use only recycled, sustainably sources, un-chlorinated and uncoated paper and card for flyers, posters and merchandising Use lanyards and wristbands made from sustainable materials Work with sponsors to ensure giveaways are made from sustainable materials and minimize the use of giveaways Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other “sustainable” landmarks Do not use plastic-coated laminates for identification and signage Ensure cleaners are educated on environmentally friendly cleaning practices Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other “sustainable” landmarks Do not use plastic-coated laminates for identification and signage Ensure cleaners are educated on environmentally friendly cleaning practices Use only recycled, sustainably sources, un-chlorinated and uncoated paper and card for posters and merchandising. Print double-sided and use only water based ink.

Indoor Events: Lambeth Town Hall and Council Buildings

If you are organising an event inside one of Lambeth’s buildings such as the Lambeth Town Hall please review your event and consider the aspects affecting the environment. All organisers are required to adhere to the list of criteria below when planning and delivering an event.

Please note this is the base line and organisers are encouraged to use other sections of the guide to further reduce the impact.

Ban Single Use Plastic	<ul style="list-style-type: none"> • No plastic straws • Eliminate single-use plastic. This includes: plastic bottles, plastic bags, stirrers, straws, condiment sachets, milk pots. • Do not use single-use-plastic serve-ware (cups, cutlery, and plates). Use reusable serve-ware such as glass, crockery, or compostable materials instead • Encourage attendees to bring own water bottle if appropriate • See page 8 for more information and alternatives
Catering and Suppliers	<ul style="list-style-type: none"> • Use companies that are ISO14001 certified, have an environmental certification or at least an environmental policy • Minimise travel for deliveries/collections by consolidating and using local companies • Hire equipment, props and decoration rather than purchase for single use • Consider local caterers, breweries, and businesses for food and drinks • All food should be organic, FairTrade and/or locally sourced. • Confirm numbers to help manage quantities and prevent wastage • Use companies such as FairShare and Olio for leftover food. See page 7
Promotion	<ul style="list-style-type: none"> • Use digital technology instead of printing e.g. use the screens available in the venue rather than hand-outs. If need to use paper have clear recycling bins available. • Use e-tickets and discourage attendees from printing tickets • Avoid date-marking on promotional material to allow reuse e.g. banners and signage
Energy	<ul style="list-style-type: none"> • Switch off equipment and lights when not in use • Ensure staff are aware of how to use energy responsibly to minimise energy use • Work with suppliers to reduce the amount of power they require • Use energy-efficient equipment (e.g. LED lights, microphones powered by rechargeable batteries) • Minimise heating use where possible. When safe to do so, use natural ventilation instead of the air conditioner • Do not use water coolers
Travel	<ul style="list-style-type: none"> • Encourage staff and attendees to use sustainable travel such as walk or cycle • Promote bike parking (e.g. ensure visitors are aware of the closest bike parking site). • Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys • Use email, social media and website to promote messaging
Waste	<ul style="list-style-type: none"> • Work with cleaning company, venue and suppliers to ensure waste is separated correctly into recycling, food waste and general waste, and disposed of appropriately. • Advise caterers/suppliers/staff on how to manage waste from the event • Follow the waste hierarchy – prevent, reduce, reuse and dispose responsibly. • If you need to dispose of used equipment, donate it to a local charity • See page 4 for more details

The future of this guide: celebrating your efforts

Lambeth is committed to managing and running events sustainably. This document should be used by all organisers of all sized events, to minimise the environmental impact of their events. We believe that acting sustainably is everyone's responsibility and we, therefore, encourage all organisers to meet the "*Essential*" requirements of this Guide and to strive to meet the "*Desirables*" requirements.

Going forward, we will conduct regular inspections and event evaluations to ensure you meet the "*Essentials*" requirements. You will need to provide evidence that these have been met. Failure to adhere to these requirements will affect your future applications.

We will award an electronic certificate (Bronze, Silver, Gold) to the best organisers of green events that meet the "*Essentials*" and "*Desirable*" requirements.

Useful links and resources

Offset your carbon footprint

Carbon offsetting is based on calculating how much CO2 you emit through the activities that you do to run the event and then funding a project designed to reduce emissions by the same amount (e.g. planting a forest or investing in renewable energy). Here is a list of organisations you can use to offset your carbon emissions. Climate Care's standard portfolio price is £7.5/tonne, although if you give directly to projects, many prices are much lower. To calculate your carbon footprint, you can [use Julie's bicycle's calculator](#).

- [My climate – offset your event's emissions](#)
- [Climate Care](#)
- [Gold Standard](#)
- [Carbon Footprint Ltd](#)

Providers of composting toilets

- [LOOwatt](#)
- [Pootopia](#)
- [Eco-loos](#)
- [Natural Event](#)
- [Thunderbox](#)

Organisations that you can donate your items to

- [Emmaus Lambeth](#)
- [British Heart Foundation](#)
- [British Red Cross](#)

Providers of hybrid generators

- [Hybrid power hire](#)
- [Fire fly hybrid power](#)