

## London Borough of Waltham Forest (Employment Business and Skills) – Green Events Guide

Waltham Forest Council is committed to managing and running events sustainably. In April 2019, the council declared a climate emergency and committed to becoming carbon neutral by 2030. Waltham Forest 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 Waltham Forest 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 of their events.

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.

WASTE	Essentials	Desirables
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> <li>• Make sure the bins are easy to see and can be spotted from any location at the event.</li> <li>• Ensure your staff are aware of how to segregate waste and dispose of food waste (e.g. deliver a 15 minute talk to show your staff what goes where).</li> <li>• 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).</li> <li>• <b>Labelling and signage</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide separate bins for general waste and mixed recycling (cardboard, paper, plastic, metal and glass).</li> <li>• 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).</li> <li>• Provide bins for food waste and compostable items.</li> <li>• 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.</li> </ul>

WATER AND GREY WATER	Essentials	Desirables
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> <li>• Provide jugs of tap water / refill stations or location of nearby water fountains.</li> <li>• Ban the use of plastic bottles</li> <li>• Erect signs at water points and ensure water wastage is kept to a minimum.</li> </ul>	<ul style="list-style-type: none"> <li>• Hire only compostable toilets.</li> <li>• Use water efficient, waterless or dual flush toilets.</li> <li>• 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.</li> </ul>

FOOD AND DRINK	Essentials	Desirables
Small and medium events (<4999 attendees)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• Ensure all containers and cutlery are reusable, recyclable or compostable.</li> <li>• Use reusable cups and drinking containers for staff and visitors.</li> <li>• If providing alcohol, use local Waltham Forest Breweries and consider local suppliers for beers and other drinks.</li> <li>• Eliminate single-use plastic. This includes: plastic bottles, plastic bags, stirrers, straws, condiment sachets, milk pots.</li> <li>• Aluminum can be infinitely recycled so are encouraged.</li> <li>• Use tea bags that do not contain plastic.</li> </ul> <p><b>Top tip** for Council events ask staff to bring their own reusable cups</b></p>	<ul style="list-style-type: none"> <li>• All information about sustainable food to be is displayed on menus.</li> <li>• Provide information to help caterers to source food and drinks that meet your minimum standard.</li> <li>• All meat is sourced from outdoor-reared animals, fish is MSC certified, all milk is organic and all eggs are free range.</li> <li>• All food is organic, Fairtrade and/or locally sourced.</li> <li>• All containers and cutlery are compostable.</li> </ul>

**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:**



**INSERT CATERERS xxx**

Business	Description	Website	Contact	Notice
<b>CanO Water</b>	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	<a href="https://canowater.com/events/">https://canowater.com/events/</a>	<a href="https://canowater.com/contact/">https://canowater.com/contact/</a>	2 weeks before
<b>FrankWater</b>	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.	<a href="https://www.frankwater.com/">https://www.frankwater.com/</a>		Minimum 3 months notice

<b>Deeneys</b>	Local business, based at William Morris Gallery.		Patrick Dwyer <a href="mailto:patrick@deeneys.com">patrick@deeneys.com</a> <a href="http://www.deeneys.com">www.deeneys.com</a> <a href="https://www.instagram.com/deeneys">@deeneys</a> Tel: 0773868154 5	As much as possible.
<b>Pret</b>	More expensive than most! Use for urgent/last minute only. But tasty!	<a href="https://delivery.pret.co.uk/en-gb/our-menu/catering/">https://delivery.pret.co.uk/en-gb/our-menu/catering/</a>	Delivery Customer Service Team by calling <a href="tel:02078278801">020 7827 8801</a> or emailing <a href="mailto:delivery.team@pret.com">delivery.team@pret.com</a>	Order by 10am sameday

<b>MANAGEMENT AND PROCUREMENT</b>	<b>Essentials</b>	<b>Desirables</b>
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<p>Small and medium events (&lt;4999 attendees)</p>	<ul style="list-style-type: none"> <li>• Suppliers must have an environmental policy.</li> <li>• Ensure 10% of your products comes from a certified sustainable source (see above “marks we like to see”).</li> <li>• If you need to dispose of used equipment, donate it to a local charity.</li> <li>• Minimise travel for deliveries and collections by consolidating deliveries and using local companies where possible.</li> <li>• Do not burn wood. Only use smokeless fuels for stoves, bo</li> </ul>	<ul style="list-style-type: none"> <li>• Your suppliers must hold an environmental certification (e.g. ISO14001, BRES6001, or similar). Please note: an environmental policy is not sufficient.</li> <li>• Hire local salesforce and volunteers when feasible.</li> <li>• Use Fairtrade and organic T-shirts printed with water based inks or other sustainable materials.</li> <li>• Use wood products from a certified sustainable source (e.g. FSC).</li> <li>• Use only chemical-free cleaning products.</li> <li>• Do not use a personal generator. If you can’t avoid it, ensure your generator is hybrid (see Appendix for a list of providers of hybrid generators).</li> <li>• Monitor the carbon dioxide equivalent of the event (e.g. from generators, distance travelled, mode of transport used, water used, deliveries).</li> </ul>
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TRANSPORT	Essentials	Desirables
<p>Small and medium events (&lt;4999 attendees)</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Promote routes that minimise environmental impact.</li> <li>• Promote bike parking (e.g. ensure visitors are aware of the closest bike parking site).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure deliveries are made using sustainable transport modes (electric vehicles and cargo bike).</li> <li>• 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 rest of the team, so that we can create a baseline of data for future years.</li> <li>• Develop a secure and well signed bike park.</li> </ul>

PROMOTION	Essentials	Desirables
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<p>Small and medium events (&lt;4999 attendees)</p>	<ul style="list-style-type: none"> <li>• Communicate your commitment to the environment to your staff and the attendees of the event.</li> <li>• Use your social media channels to communicate your green commitment to the people that will attend the event.</li> <li>• Communicate your expectations to your suppliers and traders.</li> <li>• Avoid date-marking on banners and signage to allow reuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Use e-tickets and discourage attendees from printing the tickets.</li> <li>• Reuse promotional material.</li> <li>• Use only recycled, sustainably sourced, unchlorinated and uncoated paper and card for flyers, posters and merchandising.</li> <li>• Print double-sided and use only water based ink.</li> <li>• Use lanyards and wristbands made from sustainable materials.</li> <li>• Work with sponsors to ensure giveaways are made from sustainable materials and minimize the use of giveaways.</li> <li>• Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other “sustainable” landmarks.</li> <li>• Do not use plastic-coated laminates for identification and signage.</li> <li>• Ensure cleaners are educated on environmentally friendly cleaning practices</li> </ul>
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**Indoor Events: WALTHAM FOREST TOWN HALL AND COUNCIL BUILDINGS**

If you are organising an event inside one of Waltham Forest’s buildings, such as Waltham Forest 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 only a baseline and organisers are encouraged to use other sections of the guide to further reduce the impact.

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





## 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 tree or investing in renewable energy).

Here is a list of organisations you can use to calculate your carbon footprint and find out how to offset your carbon emissions:

- Julie's Bicycle  
[www.juliesbicycle.com/faqs/faq-carbonfootprint](http://www.juliesbicycle.com/faqs/faq-carbonfootprint)
- ClimateCare  
[www.climatecare.org/calculator](http://www.climatecare.org/calculator)
- My climate  
[co2.myclimate.org/en/event\\_calculators/new](http://co2.myclimate.org/en/event_calculators/new)
- Gold Standard [www.goldstandard.org](http://www.goldstandard.org)
- Carbon Footprint Ltd  
[www.carbonfootprint.com](http://www.carbonfootprint.com)  
International
- Sustainable Innovation Forum 2015, COP21 [www.cop21paris.org](http://www.cop21paris.org)
- United Nations Environment Programme [www.unep.org](http://www.unep.org)
- IUCN, International Union for Conservation of Nature  
<https://www.iucn.org/>
- ISO 14001:2015- Environmental Management Systems  
[www.iso.org/iso-14001-environmentalmanagement.html](http://www.iso.org/iso-14001-environmentalmanagement.html)

### Industry wide

- A Greener Festival  
[www.agreenerfestival.com](http://www.agreenerfestival.com)
- Julie's Bicycle [www.juliesbicycle.com](http://www.juliesbicycle.com)
- Powerful Thinking [www.powerful-thinking.org.uk](http://www.powerful-thinking.org.uk)
- Vision:2025 Pledge  
[www.vision2025.org.uk](http://www.vision2025.org.uk)

### Waste

- Love Food Hate Waste  
[www.lovefoodhatewaste.com](http://www.lovefoodhatewaste.com)
- Recycle Now [www.recyclenow.com](http://www.recyclenow.com)
- The Waste and Resources Action Programme (WRAP)  
[www.wrap.org.uk](http://www.wrap.org.uk)
- Gov.UK Statistics on Waste  
[www.gov.uk/government/statistics/uk-waste-data](http://www.gov.uk/government/statistics/uk-waste-data)

### Food

- Sustain: The alliance for better food and farming [www.sustainweb.org](http://www.sustainweb.org)
- Department for Environment, Food & Rural Affairs  
[www.gov.uk/government/organisations/department-for-environment-food-rural-affairs](http://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs)
- FareShare [www.fareshare.org.uk](http://www.fareshare.org.uk)
- Olio-The Food Sharing Revolution  
[www.oliox.com](http://www.oliox.com)

### Travel

- Waltham Forest Cycling and Walking  
<https://www.walthamforest.gov.uk/parking-roads-and-travel/cycling-and-walking>
- Liftshare [www.liftshare.com](http://www.liftshare.com)
- GoCarShare <https://gocarshare.com/>

### Providers and suppliers

There are lots of great companies offering sustainable options for events. Below are just a few to get you started, but you can find more on – A Greener Festival, Julie's Bicycle, Vision: 2025 and Powerful Thinking.

### Plastic and packaging alternatives

Plan from the outset to REDUCE, RE-USE and RECYCLE.

- Refill Water [www.refill.org.uk](http://www.refill.org.uk)
- CanO Water [www.canowater.com](http://www.canowater.com)
- Frank Water [www.frankwater.com](http://www.frankwater.com)

- BioPak [www.biopack.com](http://www.biopack.com)
- VegWare [www.vegware.com](http://www.vegware.com)
- LondonBioPackaging  
[www.londonbiopackaging.com](http://www.londonbiopackaging.com)

#### **Providers of waterless/composting toilets**

- Loowatt [www.loowatt.com](http://www.loowatt.com)
- Pootopia [www.pootopia.co.uk](http://www.pootopia.co.uk)
- Eco-loos [www.eco-loos.com](http://www.eco-loos.com)
- Natural Event  
[www.naturalevent.com.au](http://www.naturalevent.com.au)
- Thunderbox  
[www.thunderboxes2go.co.uk](http://www.thunderboxes2go.co.uk)

#### **Providers of hybrid generators**

- Hybrid power hire  
[www.hybridpowerhire.co.uk](http://www.hybridpowerhire.co.uk)
- Firefly hybrid power  
[www.fireflyhybridpower.com](http://www.fireflyhybridpower.com)

#### **Organisations that you can donate your items to**

- British Heart Foundation  
[www.bhf.org.uk](http://www.bhf.org.uk)
- British Red Cross  
[www.redcross.org.uk](http://www.redcross.org.uk)