**Environmental guidance for events on East Devon District Council Land.**

East Devon District Council is committed to get to zero by 2040. This extends to the companies that work with us and the companies that use of our land or hire our premises. We are asking our businesses to get involved and support us in this target.

Our targets are about more than waste. We want to encourage firms that work with us to measure and then reduce their carbon footprint. This could be by sustainable travel, the source of your products and suppliers and generator use.

As an event organiser we want you to take greater responsibility for reducing litter and non-recyclable waste at your events. We want visitors and spectators to enjoy the event in a safe and litter-free environment.

**Our Priorities:**

• Increase resilience to climate change to maintain East Devon as a safe and healthy place to live, work and visit.

• Enable reductions in greenhouse gas emissions from energy consumption in homes, transport and businesses in East Devon.

• Contribute towards developing the low carbon economy

We have produced this guidance to help event organisers meet our priorities and goals. You can pass this guidance onto your suppliers, or even include it in your tender requirements to make sure your event as a whole is helping to be more sustainable.

**Waste**

Here are some suggestion on how can you reduce waste as an event organiser:

* Offer no straws
* Have water filling stations, so attendees and staff can refill water bottles
* Offer a cup deposit scheme.
* Offer discounts for using your own cups
* Offer the option to ‘eat in’ food and drinks using re-usable crockery and cutlery
* Make bulk purchases of event items to prevent excess wholesale packaging
* Arrange collection of left-over usable food (e.g. toogoodtogo, OLIO)
* Serve condiments in bulk, not individual packets
* Have electronic ticketing and information displays rather than printed
* Design posters, signs or promotional materials to be reusable by separating dates and other variable information from the main items
* Make verbal announcements rather than providing printed instructions if relevant
* Use reclaimed or recycled materials for event decorations
* Use Velcro and bungee cords rather than cable ties

**Reducing the use of single use plastics**

* Serve food on compostable paper plates and with compostable bamboo cutlery
* Encourage stallholders to have sustainable packaging and avoid items such as plastic straws
* Serve drink in cans, which can be easily recycled.
* Serve beverages in pitchers instead of single serve containers, such as water jugs
* Use biodegradable cable ties
* Ban plastic carrier bags
* Replace decorative plastics with natural alternatives
* No plastic toys/gifts/prizes to be given out
* Use biodegradable glitter/ make up
* Advertise your event as plastic free

**Recycling and waste facilities at your event**

You must have facilities for recycling and waste facilities at your events. Here are some tips on how to manage recycling and waste at your event:

* Have separate bins for recycling and general waste
* Make sure you have good, clear, easy to read signage for what goes in each bin
* Put signage on the opening or on top of the bin, therefore it should be read before people use the bins
* Use volunteers as bin monitors to explain how the recycling and waste facilities work
* Arrange for your waste collection to be provided by a company that provides waste data
* Ask for waste data on your event, so you can look at improving year on year
* Make regular announcements to gently remind people to put all their waste in the recycling and waste bins
* Acknowledge the general public at the event who are disposing of their waste responsibly and keeping the event litter-free
* Use displays to give a visual reminder that it is a litter-free event and that commitment is needed to keep the environment ‘clean and green’
* engage directly with your audience through anti-litter and waste management promotions
* If you’re expecting queues at your event, provide bins in the queuing area.
* If everyone is leaving at once, provide additional bins at the exits
* If you’re having traders at your event, you will need to provide commercial waste bins
* Arrange for your commercial collection waste to be weighed after collection, to provide data for you to improve your waste at the next event
* Have a recycling collection for your commercial waste
* Monitor your bins regularly to ensure they don’t overflow
* Have cleansing teams sweep the area to litter pick, making sure they separate the recycling and general waste
* Provide clean up equipment for volunteers to use, during and after your event

**Transport and energy**

Large amounts of energy are used at events. This can be from attendees travelling to your event, food miles, as well as powering your actual event. Here are some ways you can reduce the emissions your event produces:

* Encourage car sharing, you could offer discounts for those car sharing
* Encourage the use of public transport, include details of public transport on your event website/information
* Inform local public transport companies of your event
* Promote and/or provide cycling facilities, such as local cycle lanes & routes and bike racks
* Provide a link to a map and tell delegates how they can reach the venue on foot
* If you have events crew staying locally, make sure their accommodation is in walking distance
* Organise the agenda to avoid peak travel times
* Use local suppliers to reduces miles
* Ask suppliers to use local and seasonal produce
* Choose food that are fair-trade, ethically produced or organic
* Use renewable energy sources (wind, solar, pedal)
* Use bio diesel generators
* Used LED lighting
* Minimise the use of high wattage lighting
* Make sure all electrical equipment and power suppliers are turned off when not in use
* Use water efficient toilets or waterless toilets
* Ask suppliers and contractors what energy they think they will use, only offer this
* Reduce power demand

**Merchandise, prizes, gifts**

Merchandise, prizes and gifts can be given out at events, however it’s not always sustainable. Here are some ways you can make these more sustainable:

* Reusable water bottles
* Reusable coffee cups
* Jute/ cotton reusable bags
* No plastics (such as toys with labels on)
* Provide practical items that can be reused
* Use fairtrade products
* Make a charitable donation instead

East Devon District Council would like to thank you for implementing the above suggestions into your events. By using the suggestions above, you are helping us to reach our targets and priorities. We expect all land to be returned to us clear. If additional waste clearance is required by East Devon District Council following your event, your deposit will be impacted as we will have to charge for this. The Events team can provide you with quote for additional bins and cleansing services.

If you have any good practices from your event, please share them with us. So we can help other event organisers.

[ecolibrium-Travel-Guide-for-Events-2020.pdf](https://ecolibrium.earth/wp-content/uploads/2020/05/ecolibrium-Travel-Guide-for-Events-2020.pdf)

[Audience\_travel\_guide\_2015-1.pdf (juliesbicycle.com)](https://juliesbicycle.com/wp-content/uploads/2022/01/Audience_travel_guide_2015-1.pdf)

[ecolibrium-Travel-Guide-for-Events-2020.pdf](https://ecolibrium.earth/wp-content/uploads/2020/05/ecolibrium-Travel-Guide-for-Events-2020.pdf)

[Power and CO2 Emissions - A Greener Festival](https://www.agreenerfestival.com/power-and-co2-emissions/)

[A Guide to Preparing an Event Waste Management Plan - Rethink Waste](https://rethinkwaste.com.au/a-guide-to-preparing-an-event-waste-management-plan/)

[Generic Plastic Free Council Events (filesusr.com)](https://16bec440-361f-46d5-9362-76f9485cf8dc.filesusr.com/ugd/6a1af1_2101ee91fb0448a6a267dd34abd00790.pdf)

[Plastic-free event guidelines (plasticfreeplaces.org)](https://www.plasticfreeplaces.org/post/plastic-free-event-guidelines)

[South West Water | Aquam Water Services (aquamcorp.co.uk)](https://www.aquamcorp.co.uk/standpipe-hire/south-west-water)

[Rapstrap - Soluble & Biodegradable Cable Tie Alternatives](http://www.rapstrap.com/biodegradable_range.html)

[How Make an Event Sustainable (7 Examples) | Eventbrite UK](https://www.eventbrite.co.uk/blog/make-an-event-more-environmentally-sustainable-ds00/)