
Sustainable Event Commitment for Outdoor Events



Dear Event Organiser,

Events are a vital part of our city's economy; attracting visitors and making this a vibrant place to live and visit. The city's Sustainable Events Programme provides support to anyone organising an event to minimise negative impacts and maximise benefits to the environment, people and the local economy.

What you can do

Events of any size can sign up to our Sustainable Event Commitment. By signing up, you commit to take actions that improve sustainability at your event.

Which actions to take

Just choose ten or more actions and from any of the sections in this document: Energy & Water, Travel & Transport, Waste & Recycling, Food & Beverage, Suppliers & Products and Community, Landscape, Health & Culture.

Why make the Sustainable Event Commitment

By making commitment, you can publicly show everyone involved with your event that you have taken actions to manage it in a responsible way and you have chosen products and services that have a positive local economic and social impact. Some of the actions you will take will save you money too.

Further information

Tailored guides are available for different types of events including:

- Meetings
- Outdoor events
- Conferences

Visit the [Sustainable Events pages](#) to download guides for other types of event and find details of suppliers who can help you with the actions in our [Suppliers List](#).

Please complete and return this form to the Events Team.


Thank you.

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Event Details

Name of event	
Date of event	
Name of event organiser	
Event organiser contact details	

Energy & Water


- Done** **Book an outdoor site covered by ISO 20121, the International Standard for Sustainable Events** 
- 1.1 Measure the amount of electricity and / or water used during the event if there is a metered supply
- 1.2 Specify low energy LED lighting for the site including flood lighting
- 1.3 Use solar powered and / or biodiesel generators instead of diesel
- 1.4 Put in a procedure to power down the site after hours including switching off lights to the minimum level required for security at night or use daylight / movement sensors to ensure lights only come on when they are needed

Travel & Transport


- Done** **All Brighton & Hove outdoor sites can be accessed by public transport and city centre venues are within walking distance of most city amenities including shops, restaurants, hotels, the train station and buses.** 
- 2.1 Use conference calls or skype to reduce the need for travel when planning the event.
- 2.2 Make it clear on all communications with visitors, exhibitors and suppliers that you would like them to choose the most sustainable transport options and make it easy by using the [JourneyOn](#) website with live transport info. Tell people about safe cycle routes and cycle storage.
- 2.3 Set up cycle storage, crowd barriers can be used as long as someone is keeping an eye on them to ensure security and a disclaimer displayed.
- 2.4 Survey people to see where they have travelled from and how they travelled when they register at the event. Use the information to calculate the carbon footprint of travel.

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Waste & Recycling

- Done** As the event organiser, you have a [Duty of Care](#) to ensure that all waste from the event is properly disposed of within the law. Anyone that takes ANY waste from your site must be registered with as a Registered Waste Carrier. Check the register here: <https://www.gov.uk/guidance/access-the-public-register-for-environmental-information>. Recycling is available through Cityclean and many waste companies. Unless you ask, some companies will only offer general waste collection, so it is important to ask. 
- 3.1 Recycle plastic bottles, cans and glass at your event.
- 3.2 Recycle food waste at your event. Not many companies offer this as a service yet, but do ask your contractor and check the Supplier List. Caterers will have to use compostable food packaging to make this work.
- 3.3 Design display materials (signs, stands, banners, lanyards) without dates so that they can be reused.
- 3.4 For sporting events, plan for minimising litter from discarded drink / food packaging either by asking competitors not to throw away containers or have litter pick stations.

Food & Beverage


- Done** Many caterers now offer sustainable food options including fair trade, locally sourced, in-season, meat-free, organic, animal welfare standards or sustainable fish. 
- 4.1 Book caterers that offer one or more of the above.
- 4.2 Plates, cups and cutlery should be reusable or recyclable (or compostable if you are having food waste recycling).
- 4.3 Make free drinking water available.
- 4.4 Ask your caterers to take an [online course](#) in sustainable catering.

Suppliers & Products

- Done** Brighton & Hove has a thriving green business community – from hotels, to restaurants to service providers. 
- 5.1 Book a meal in a restaurant from the [Green Traveller Guide](#) or a [Sustainable Restaurant Association](#) member.
- 5.2 Book accommodation from the [Green Traveller Guide](#) or with a [Green Tourism Business Scheme](#) member.
- 5.3 Consider where products & services are coming from. Suppliers in and around Brighton & Hove are listed on the [Sustainable Event Supplier List](#).
- 5.4 Choose fair trade or recycled giveaways and encourage exhibitors to do the same.
- 5.5 Take on a volunteer or an intern. You could advertise your post on: [Do-It.org](#).

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Community, Landscape, Health & Culture

- Done** **Book an outdoor site with controls in place to consider local residents and protect the local landscape including remediation deposit if the site is damaged. Please note that sky lanterns and helium balloons are dangerous to animals both on land and in the sea and are not permitted.** 
- 6.1 Link up with a local charity so that they benefit from the event
- 6.2 Ensure you have an effective procedure for dealing with complaints
- 6.3 Minimise damage to the site by protecting grass, flowerbeds and other vegetated areas, especially if the ground might be wet
- 6.4 Use trees and plants from the nursery at Stanmer Park or plants in pots rather than cut flowers. Trees will be planted out across the city afterwards. See Supplier List.
- 6.5 Ensure you have procedures and equipment in place to deal with environmental emergencies such as oil or chemical spills and that people have the right training to deal with them

Anything Else?

Use this space to give details of anything else you are doing.

Declaration

I confirm that as part of this event I commit to making a positive impact by taking the actions marked above. I agree to being contacted after the event to feedback on what was achieved and details of the actions to be taken included in publicity materials on sustainable events.

Name:

Organisation:

Date:

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