

REDUCING PLASTIC AT VENUE'S EVENTS

WHY MAKE THE SWITCH?

From weddings to conferences, there is a huge amount of single-use waste generated from events. As a venue owner, there are many ways you can influence event organisers using your facilities to reduce their single-use waste.

OPPORTUNITIES TO WORK WITH EVENT ORGANISERS

Put in place a plastic free venue hire policy

One of the best ways to ensure that events held at your venue are sustainable is to implement a plastic free events policy. This can include items that you have banned from your venue, as well as guidelines to follow.

Some specific items that you may wish to include as banned within your policy are:

- Single-use plastic water bottles
- Single-use food and beverage packaging
- Single-use cutlery, napkins and straws
- Beverages in single-use plastic packaging
- Plastic carry or barrier bags
- Soft plastic wrapping (or items/merchandise packaged in soft plastic)
- Balloons (helium and regular)
- Plastic-based glitter, glitter paint and confetti (this includes biodegradable plastic and bioplastic)
- Single-use cable ties
- Floral foam
- Favours packaged in single-use plastic

To ensure compliance, you can put these conditions into your venue hire agreement.

Provide a list of local businesses that provide plastic free services

To support event organisers in their efforts to reduce single-use items, you may also like to provide a list of local businesses that you know provide plastic free services. These could be florists who provide bouquets and table pieces without floral foam or other plastic attachments, caterers who supply food and drinks in reusable containers, platters and foodware, and businesses who can hire out reusable decorations and displays.

This works best in a table format attached as an appendix to your plastic free events policy.

HOW TO GET STARTED

Step 1 - Research best practice reusable alternatives

- [ ] Remember to check that solutions are practical and available in your region.

Step 2 - Develop your plastic free policy

- [ ] Clearly outline what is banned at your venue and what is discouraged.
- [ ] You can align this with and/or incorporate it into your existing sustainability policy.
- [ ] Include an appendix with alternative product or supplier suggestions.
- [ ] Develop an agreement template for event organisers to sign when they hire your venue.
- [ ] Refer to page 3 of this guide for a template you can use to create your policy.

Step 3 - Implement your switch

- [ ] Implement your policy.
- [ ] Monitor compliance and amend your policy as required.



HANDY TIPS

- Dishwashing facilities will be required for any onsite wash-up of reusable foodware.
- Always follow **best practice food health and safety standards** for cleaning and sanitising reusables.
- Make sure event organisers are aware of your plastic-free policy before they sign any venue hire agreements.
- You may also like to put in place an approved vendor/supplier list.
- A way to encourage sustainable events at your venue is to offer a discount for those held with zero single-use items.

APPENDIX A - PLASTIC FREE EVENTS POLICY TEMPLATE

A policy makes it clear to your team and stakeholders what you're trying to achieve and clearly outlines your requirements to avoid confusion and misalignment.

This template provides you with suggested wording that you can alter to suit your requirements. It can form a standalone policy or be incorporated into your existing sustainability policy under the relevant section.

Your Plastic Free Events policy does not need to be implemented all at once, and inclusions can be staggered across multiple years. The policy can be broken down into yearly sections.

Purpose/Explanation

To ensure that plastic-free principles are applied to the planning, management and implementation of events held at [venue name], within the scope of this Policy.

Scope

This Policy applies to all components of [venue name]'s events.

Mandatory Inclusions - Catering

Catering vendors must comply with the Mandatory Inclusions within the scope of this Policy.

1. Applying the following plastic-free principles into event planning, communication, purchasing/ procurement of goods and services, management and implementation:

    a. Reusable or certified-compostable packaging and foodware must be used for all food and drink supplied at the event (except drink containers – see b. and c. below).
    b. Single-use plastic water bottles and tetra-pak (carton) water bottles are banned from being provided at the event and an alternative water source will be provided.
    c. Other single-use drink containers provided at the event (e.g. pre-filled soft drink and juice bottles, etc.) will be captured as close to 100% as possible to avoid excess waste. Sufficient recycling facilities and adequate signage will be provided.
    d. No plastic carry or barrier bags will be provided to guests. This ban covers any thickness of bag and includes degradable and biodegradable/compostable bags. This ban includes carry bags with or without handles.
    e. Soft plastic wrapping provided to guests will be eliminated, where possible. Event organisers who wish to use soft plastic wrap must discuss this with the venue.

2. The venue will apply the following zero-waste principles into wedding/event planning, communication, purchasing/procurement of goods and services, management and implementation:
    a. A source-separated 3-bin waste collection system that incorporates a composting stream (food and 100% certified compostable packaging) with materials sent to the correct processing facility.
    b. The setting up of a collection under a container refund scheme.

Mandatory Inclusions - Additional Requirements for Wedding Ceremonies, Receptions and Conferences

Event organisers must comply with the Mandatory Inclusions within the scope of this Policy.

a. Applying the following plastic-free principles into event planning, communication, purchasing/ procurement of goods and services, management and implementation:
b. Balloons (helium and regular) are banned from the venue.
c. Plastic-based glitter, glitter paint and confetti (this includes biodegradable plastic and bioplastic) are banned from the venue. Appendix A includes plastic-free alternatives.
d. Where using cable ties for displays, use releasable/reusable cable ties. Ensure all cable ties are released and collected for reuse when displays are dismantled.
e. Floral foam should be avoided for all floral arrangements and displays. Appendix A includes plastic-free alternatives.
f. Favours and giveaway items should not be packaged in single-use packaging. Appendix A includes reusable alternatives.

Event Management Requirements

The mandatory plastic-free and zero-waste principles should be considered and demonstrated during:

- Pre-event planning - to incorporate into event planning, contract management, procurement and promotion prior to the event.
- Event set up (bump in and bump out).
- Event implementation - delivering and managing the planned activities during the event and monitoring to ensure compliance with the Policy.

The [venue manager] will be responsible for ensuring that all events comply with the mandatory inclusions shown in this Policy.

All relevant staff responsible for planning, managing and implementing components of events at [venue name] must be aware of and adhere to this Policy.

The Policy is to be communicated to [venue name]'s staff via internal communication channels and incorporated into the staff induction process.

Review

This Policy will be reviewed yearly and updated in line with best management practices.

Acknowledgment
This policy was adapted from Climate Wave Enterprises Sustainable Event Management Policy.