

# SUSTAINABLE EVENTS GUIDE

## WASTE & CLEANSING



MANCHESTER  
CITY COUNCIL

Julie's Bicycle  
SUSTAINING CREATIVITY





# CONTENTS

01

## INTRODUCTION

Manchester City Council's commitment to sustainable events

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02

## ABOUT **THIS GUIDE**

Providing you with the inspiration to plan and provide low to zero waste events and cleansing services

---

03

## YOUR **CHECKLIST**

What you are doing or can do for this event.

---

04

## USEFUL **RESOURCES**

Guides and websites to plan your next sustainable outdoor event.

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### *GUIDES ARE ALSO AVAILABLE FOR:*

Events in indoor venues  
Major Outdoor Events  
Food and Drink Traders  
Small Outdoor Events  
Community Event Suppliers  
Production Suppliers





# INTRODUCTION

the events we organise, support and host contribute to making Manchester a thriving, progressive and attractive city and to the economic, social and environmental well-being of our city. Information on the council's sustainable events commitment and initiatives, as well as the range of sustainable event guides available for event organisers, suppliers, service providers and venues is available on our Sustainable Events webpage.

Of the three strands of impact, the environmental aspect deserves particular emphasis given that climate change is one of the most urgent issues facing us today and leaves no corner of the planet untouched. It is clear from the increasing floods, wildfires and other weather related disasters that the effects are taking place right now. In response to this

global issue, in 2018 Manchester set the ambitious target of becoming a zero carbon city by 2038.

As the booker or end user of one of our outdoor event locations for small scale events, you can make a difference in helping to have the best possible impact in particular by:

- providing and supporting measures to reduce the environmental impact of your events e.g. energy, waste, travel
- choosing food and drink providers, merchandise and give-aways which have been sustainably and/or locally sourced
- promoting fair pay and contracts



# ABOUT THIS GUIDE

This guide aims to provide you with inspiration on the kind of actions you can take as regards:

- what you are already doing on sustainability for specific events and
- what you can commit to doing on sustainability for specific events

It is split into sections and it may be that you concentrate on one area to begin with (e.g. travel) then the following year you broaden your aims to other areas (e.g. energy and food & drink). It's your guide to use as best suits you and your event as you work towards leaving the most positive impact of the event you're working on.

Whilst this guide is intended as a checklist and inspiration for you, we'd love you to use this opportunity to tell us more about what you are doing or plan to do, please complete and return this form to [sustainable-events@manchester.gov.uk](mailto:sustainable-events@manchester.gov.uk). We're keen to know where good ideas can be shared or where more support is needed. Please use the 'How' column to record a few details (don't just tick the boxes). This is helpful for sharing knowledge within your organisation, to us and to other organisations who can learn from you.

## It's not easy but it'll be worth it

We know that managing an event in an environmentally sustainable way can be a challenge. The pop-up nature of events makes them vulnerable to the global culture of disposability and waste that happens in daily life, but which is having devastating impacts on our planet. The often short timescale of events can also present difficulties around finding ways to reduce negative environmental impacts.

Sometimes there might be an initially high cost to providing a lower impact solution (like reusable cups instead of disposable) but over time you will see reduced costs as you shouldn't have to buy as many (throwaway) items.

We don't have all the answers but we're working to find out more about how to reduce the negative impacts of events, including those we deliver ourselves, so please do keep in touch with us and we'll continue to learn and improve together.

**Note:** this guide goes beyond obligations which you may already have under law, license or contract, e.g. disposing of waste within the law, respecting noise limits, complying with health and safety standards.

There are free online tools to help you monitor the environmental impact – see resources section of this guide.





## EVENT **DETAILS**



Name of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Location of event \_\_\_\_\_

Your role (e.g. event/  
sustainability manager) \_\_\_\_\_

Organisation name \_\_\_\_\_

Your name \_\_\_\_\_

Your email \_\_\_\_\_

Your phone number \_\_\_\_\_

# WHAT YOU ARE DOING OR CAN DO FOR THIS EVENT

## WASTE & CLEANSING SERVICES



06

	N/A	Already doing		Commit to do	How
		Yes	No		
Support the event organiser or venue in establishing a waste management plan for the event, based on an understanding of expected waste streams and with a view to maximising recycling and minimising waste to landfill					
Provide detailed information on how and where different waste streams will be disposed of e.g. materials recovery facilities, waste to energy incineration plants, anaerobic digestion plants, landfill					
Provide information on specific recycling options e.g. batteries, food waste, used oils and fats					
Provide clearly labelled waste separation and collection points					
Work with event organiser to determine if collection and separation of discarded litter on-site would aid recycling (e.g. if a sports event where plastic bottles discarded on the floor)					





	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Use water and energy efficient cleaning equipment and methods and eco-friendly cleaning products						
Support the event organiser or venue in providing event staff, traders and contractors with information/training on waste separation, storage, recycling, collections etc.						
Carry out checks on waste separation, recycling and reuse at the event						
Provide detailed event waste reports – volumes, types, disposal (how and where), including waste transfer notes						
Provide recommendations post event on how to improve waste management in the future e.g. avoid contamination, improve bins, labelling and signage						
Further comments						

# TRAVEL & TRANSPORT

08



Optimise planning of delivery and collection times and routes to minimise transport impacts, congestion and noise nuisance

Use low emission vehicles

Provide fuel efficiency training to drivers

Further comments

N/A	Already doing			Commit to do	How
	Yes	No	If yes, do we need to improve?		



# WORK



	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Ensure provision for the welfare of our staff during the event e.g. rest and break facilities, catering, safe travel after hours etc.						
Pay at least Manchester Living Wage to those we employ or contract directly for this event						
Avoid zero-hour contracts for those we employ directly for this event						
Further comments						

# WHAT YOU ARE DOING AS AN ORGANISATION

## POLICY & PRACTICE



10

	Yes	No	N/A	How
We have a sustainability or environmental policy – if so please provide				
We track our environmental impacts as a business on at least an annual basis				
We have received sustainability awards and/or have up-to-date sustainability certifications – if so please let us know which ones  <b>Idea</b> We have signed up to the <a href="#">Green Business Pledge</a> or we have advised our suppliers to sign up to the pledge				
We actively support specific community projects or charities – if so please let us know which ones				
We pay at least the Manchester Living Wage to everyone we employ and contract directly				
We do not use zero hours contracts for the people we employ and contract directly				



# USEFUL GUIDES & WEBSITES

## Waste & Cleaning

Julie's Bicycle [Water Management at Outdoor Events](#)

Julie's Bicycle [Waste Management in Buildings](#)

Powerful Thinking [Sustainable Energy Tips for Traders](#)

Energy Savings Trust [register of energy efficient products](#)

## Labels to be aware of



11

## CARBON FOOTPRINT TOOLS

Powerful Thinking **festive fuel tool**

**Julie's Bicycle's CG Tool** to understand the environmental impacts of cultural buildings, offices, outdoor events, tours, and productions





# SPECIAL THANKS

## Julie's Bicycle

SUSTAINING CREATIVITY

Special thanks to Julie's Bicycle for the extensive work carried out in producing this guide.

Julie's Bicycle is a charity with 11 years' experience supporting the creative community across the UK to take direct action on climate change and the environment.

Julie's Bicycle is an internationally recognised expert in the field of creative industries and climate action and has trail-blazed the methodologies, resources and research, narratives, and values to ensure a rapid and just transition for a new green creative economy.



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