

Green events guide

Your guide to planning a green and sustainable event in Portsmouth



Portsmouth 2040 vision

This guide supports Portsmouth's City Vision to be a green city by 2040

This guide sets out what you can do, as an event organiser, to make your event as green as possible. In line with the city's 'Green City' 2040 vision.

In addition to reducing the environmental impact of your event, improved sustainability can also enhance your organisation's reputation and may improve cost efficiency, so it's worth thinking about how you can "green" your event.



Introduction

We are at cross-roads when it comes to climate change. It's too late to wait for someone else to provide a solution – we need to take action.

We take our role in addressing the challenge of climate change head on. That's why Portsmouth City Council (PCC) declared a climate emergency in March 2019, and it's why we're continuing to invest in schemes and projects, large and small, that can make a difference to our city and our planet.

Councils can influence investment, submit bids for government schemes and make it possible for local communities and businesses to make more sustainable choices. But the scale and nature of the changes we need to make to avoid the consequences of a rise in global warming above 1.5°C mean we need everyone on board. It means changing the way we choose to live, and that needs to be a movement from the ground up.

There is no one solution to climate change, but there are changes we can all make.

We invite you to be the change as we start our journey to carbon neutrality in 2030.



What does Portsmouth City Council do?

As a council events team we try to follow the guidance for our events too. Here are some of the steps we take:

- We place a big focus on using local suppliers for our events and look for this during the procurement process
- For events such as Southsea food festival, we offer a discounted rate for local traders
- We promote recycling at all of our events and sustainable travel options
- We work with Colas who properly dispose of any waste from our events
- We are trying to steer away from use plastic bottles of water at events- at kite festival we flushed the water through and provided a drinking station for people to refill from.

Event sizes

- **Small Events** – up to 499 attendees
- **Medium Events** – up to 4,999 attendees
- **Large Events** – 5,000+ attendees



How to use this guide

Many of the suggested actions are simple and easy to achieve and we hope all event organisers will try and follow as many as they can when planning events. We would also welcome your input on any other suggestions we can include.

Below, we have outlined simple steps that we hope will help you to reduce the impact of your event in terms of energy, waste, travel, sustainable procurement, water, food and drink.

Energy

The city has a target of 2030 to become net zero carbon. We all have a responsibility to use energy more efficiently and make lower carbon energy choices. Our principles for energy management are firstly to avoid wasted energy, then be more energy efficient, then use lower carbon energy sources and finally to consider emissions compensation. Our climate is becoming more extreme; therefore you should also consider how to make your energy supply more resilient to weather.

Help with energy

Hybrid generators

- [Portsmouth Generators](#)¹
- [Hybrid Power Hire](#)²
- [Firefly Hybrid Power](#)³

Carbon footprinting and offsetting

- [Carbon Trust: Energy Calculation Tool](#)⁴
- [Carbon Footprint](#)⁵
- [My Climate](#)⁶

Further guidance

- [Powerful Thinking](#)⁷
- [Smokeless Fuels](#)⁸

Small Events

Strongly encouraged

- Work with partners and suppliers to minimise energy requirements.
- Only use smokeless fuels, if required.
- Switch off idling generators or unused equipment.
- Avoid unnecessary heating or cooling.
- Use of hybrid, fuel-efficient generators if required.
- Use energy-efficient equipment.
- Use grid electricity or rechargeable batteries where possible.

Encouraged

- Use of hybrid, fuel-efficient generators if required.
- Use of onsite renewable energy such as solar power.
- Provide energy efficiency awareness raising to staff.
- Choose a venue with existing energy efficient measures. Power supply with Portsmouth City Council has to be requested and consent agreed before the event.
- Consider impacts of poor weather on energy supply.

Medium Events

Strongly encouraged

- Work with partners and suppliers to calculate energy requirements and book energy suppliers to match.
- Only use smokeless fuels, if required.
- Switch off idling generators or unused equipment.
- Avoid unnecessary heating or cooling.
- Use of hybrid, fuel-efficient generators if required.
- Use energy-efficient equipment.
- Use grid electricity or rechargeable batteries where possible.
- Provide energy efficiency awareness raising to staff.
- Consider impacts of poor weather on energy supply.

Encouraged

- Use of timers that automatically switch off/hibernate unused equipment.
- Use of onsite renewable energy such as solar power.
- Choose a venue with existing energy efficient measures. Power supply with Portsmouth City Council has to be requested and consent agreed before the event.

Large Events

Strongly encouraged

- Work with partners and suppliers to calculate energy requirements and book energy suppliers to match.
- Monitor and report the events energy use.
- Switch off idling generators or unused equipment.
- Only use smokeless fuels, if required.
- Avoid unnecessary heating or cooling.
- Use of hybrid, fuel-efficient generators if required.
- Use energy-efficient equipment.
- Use grid electricity or rechargeable batteries where possible.
- Provide energy efficiency awareness raising to staff.
- Consider impacts of poor weather on energy supply.

Encouraged

- Use of timers that automatically switch off/hibernate unused equipment.
- Use of onsite renewable energy such as solar power.
- Calculate events carbon emissions through on-site energy use and compensate accordingly. Report to PCC events team.
- Choose a venue with existing energy efficient measures. Power supply with PCC has to be requested and consent agreed before the event.

Solid waste

We can all make better choices to reduce and manage our wastes. Our principles for waste management are firstly to prevent waste, then where unavoidable we should minimise it, then ensure any residual wastes can be re-used, recycled or composted.

Help with solid waste

Food waste organisations

- [Hive Portsmouth](#)⁹
- [Fare Share](#)¹⁰
- [Portsmouth City Council](#)¹¹
- [Life House](#)¹²
- [Olio](#)¹³

Further guidance

- [Greenpeace](#)¹⁴
- [Zero Waste Europe](#)¹⁵
- [Eden Project](#)¹⁶

Sustainable event supplies

- [Foogo Green](#)¹⁷
- [Ecoverre](#)¹⁸
- [Event Cup Solutions](#)¹⁹
- [Green Goblet](#)²⁰
- [Pronto Pack](#)²¹
- [Stroodles](#)²²
- [The WholeLeaf Company](#)²³
- [Vegware](#)²⁴

Small Events

Strongly encouraged

- Work with partners and suppliers to identify low waste options.
- Use of re-usable equipment/supplies over disposable equipment.
- Ban of single use plastics.
- Provide facilities for secure storage and separation of waste types.
- Consider impacts of poor weather on waste areas.

Encouraged

- Prior to the event, identify sources who will accept wastes for re-use such as food charities.
- Provide on-site signage to encourage and provide information on recycling
- Provide waste management awareness raising to staff

Medium Events

Strongly encouraged

- Ban of single use plastics.
- Use of equipment or supplies that are easily recycled or composted.
- Provide facilities for secure storage and separation of waste types.
- Prior to the event, identify sources who will accept wastes for re-use such as food charities.
- Provide on-site signage to encourage recycling.
- Provide waste management awareness raising to staff.
- Engage with your waste management provider(s) to understand how your waste will be managed.
- Consider impacts of poor weather on waste areas.

Encouraged

- Calculate events waste generation and report to Portsmouth City Council events team.
-

Large Events

Strongly encouraged

- Ban of single use plastics.
- Use of equipment or supplies that are easily recycled or composted.
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- Prior to the event, identify sources who will accept wastes for re-use such as food charities.
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- Consider impacts of poor weather on waste areas.

Encouraged

- Calculate events waste generation and report to Portsmouth City Council events team.
-

Travel and transport

We all want to live in a city with a travel system that is Cleaner, greener and safer and accessible for all. We all have a part to play in improving air quality within our city. We are asking everyone in Portsmouth to do what they can to travel more sustainably. Our principles for travel and transport management are firstly to encourage active travel (walk, cycle, Voi scooter), then public transport (including our Park and Ride), then discourage single use car occupancy

Help with travel and transport

Further guidance

- [LGA Sustainable Travel](#)²⁵
- [Ecolibrium Sustainable Travel Guide for Festivals and Events](#)²⁶

Low carbon travel options

- [Park and Ride](#)²⁷
- [Portsmouth City Council](#)²⁸
- [Voi Scooters](#)²⁹
- [My Journey](#)³⁰
- [Liftshare](#)³¹

Small Events

Strongly encouraged

- Promote active travel options to attendees prior to the event.
- Promote public transport options to attendees prior to the event.
- During event planning, consider proximity of venue to transport hubs.

Encouraged

- Engage with travel providers to consider enhancing transport options or supporting infrastructure (such as increasing secure bike storage and providing or signposting to the nearest electric vehicle charging point).
- Engage with suppliers to consolidate and minimise deliveries.
- Provide signage across the city to direct attendees.

Medium Events

Strongly encouraged

- Promote active travel options to attendees prior to the event.
- Promote public transport options to attendees prior to the event.
- Promote routes that avoid sensitive areas.
- Engage with travel providers to consider enhancing transport options or supporting infrastructure (such as increasing secure bike storage and providing or signposting to the nearest electric vehicle charging point).
- Engage with suppliers to consolidate and minimise deliveries.
- Provide signage across the city to direct attendees.

Encouraged

- Work with partners and suppliers to use more sustainable modes of transport, such as electric vehicles and local cargo bikes.

Large Events

Strongly encouraged

- Promote active travel options to attendees prior to the event.
- Promote public transport options to attendees prior to the event.
- Promote routes that avoid sensitive areas.
- Engage with travel providers to consider enhancing transport options or supporting infrastructure (such as increasing secure bike storage and providing or signposting to the nearest electric vehicle charging point).
- Engage with suppliers to consolidate and minimise deliveries.
- Provide signage across the city to direct attendees.
- Work with partners and suppliers to use more sustainable modes of transport, such as electric vehicles and local cargo bikes.

Encouraged

- Plan your event to avoid peak travel times
- Collect travel and transport data from attendees and suppliers and report to Portsmouth City Council events team.

Management and promotion

We encourage the use of local suppliers with an environmental or sustainability policy, the use of local staff and use of sustainable products.

Reducing the use of paper by using e-tickets is encouraged. If your event is following our guidelines to be as green as possible make sure you tell your customers in your publicity materials and on any event web listings.

Help with management and promotion

Further guidance

- [Sustainable Procurement Platform](#)³²
- [A Greener Festival](#)³³

Event sustainability plan

- [ISO 20121](#)³⁴

Small Events

Strongly encouraged

- Choose local suppliers where possible.
- Ensure at least 35% of products or 50% of suppliers are using products from certified sustainable sources.
- Choose suppliers with an environmental or sustainability policy.
- Use local staffing contractors.
- Use e-tickets or ticketless facilities.

Encouraged

- Choose suppliers with an environmental certification (e.g., ISO14001, BRES6001).
- Use of chemical-free cleaning products.
- Communicate the events commitment to sustainability on the invitation.
- Offer live streaming of event.

Medium Events

Strongly encouraged

- Choose local suppliers where possible.
- Ensure at least 50% of products or 60% of suppliers are using products from certified sustainable sources (see Food and Drink).
- All suppliers will have an environmental or sustainability certification.
- Use local staffing contractors.
- Use of chemical-free cleaning products.
- Communicate the events commitment to sustainability on the invitation.
- Use e-tickets or ticketless facilities.

Encouraged

- Develop a sustainability plan in line with ISO20121.
- Offer live streaming of event.

Large Events

Strongly encouraged

- Choose local suppliers where possible.
- Ensure at least 60% of products or 70% of suppliers are using products from certified sustainable sources.
- All suppliers will have an environmental or sustainability certification.
- Use local staffing contractors.
- Use of chemical-free cleaning products.
- Communicate the events commitment to sustainability on the invitation.
- Use e-tickets or ticketless facilities.

Encouraged

- Develop a sustainability plan in line with ISO20121.
- Offer live streaming of event.

Water and water waste

Effective water conservation is both a pressing environmental issue, and good practice in the face of changing weather patterns and potential future water restrictions that may be implemented in the near to mid-term future.

Help with water and water waste

Further guidance

- [Julie's Bicycle](#)³⁵

Suppliers

- [Event Water](#)³⁶
- [CanOWater](#)³⁷
- [Frank Water](#)³⁸

Small Events

Strongly encouraged

- Provide potable water refill stations or access to tap water. Use of Portsmouth City Council standpipes has to be requested and consent agreed before the event.
 - Provide on-site signage to water re-fill points.
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Encouraged

- Provide water management awareness raising to staff.
- Ban the sale of plastic water bottles.
- Maximise the use of non-potable water for cleaning.
- Hire only compostable mobile toilets.
- Hire toilets with water-efficient flushes.

Medium Events

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- Provide potable water refill stations or access to tap water. Use of Portsmouth City Council standpipes has to be requested and consent agreed before the event.
 - Provide on-site signage to water re-fill points.
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Food and drink

We all want good food and drink that is inclusive and showcases our local, seasonal produce.

Together with requirements from WASTE, we can help to make sure the food and drink served is good for you and our environment.

Help with food and drink

Further guidance

- [Sustainable Food Trust](#)³⁹
- [Carbon Trust](#)⁴⁰

Suppliers

- [Local Portsmouth Suppliers](#)⁴¹

Training

- [NCASS](#)⁴²

Certification systems



Small Events

Strongly encouraged

- 10% of the of food served must come from a certified sustainable source.
- 10% of the food/drinks served must be UK-sourced.
- 20% of the food served must be vegetarian and 10% of the food served must be vegan.
- Ban of single use plastics.
- Use of re-usable equipment/supplies over disposable equipment.
- Planning of food order matches the number of RSVPs received or the tickets sold or number expected.

Encouraged

- Dietary, source and certification information displayed on menus.
- Choose suppliers who have completed sustainability training with the Nationwide Caterers Association, or similar.

Medium Events

Strongly encouraged

- 20% of the of food served must come from a certified sustainable source.
- 20% of the food/drink served must be UK-sourced.
- Use of equipment or supplies that are easily recycled or composted.
- Dietary, source and certification information displayed on menus.
- 30% of the food served must be vegetarian and 20% of the food served must be vegan.
- Dietary, source and certification information must be displayed on menus.
- Planning of food order matches the number of RSVPs received or the tickets sold or number expected.

Encouraged

- All food is organic or locally sourced.
- All meat must be outdoor reared, all eggs must be free-range and all fish must be MSC certified.
- Choose suppliers who have completed sustainability training with the Nationwide Caterers Association, or similar.

Large Events

Strongly encouraged

- 30% of the of food served must come from a certified sustainable source.
- 30% of the food/drink served must be UK-sourced.
- Use of equipment or supplies that are easily recycled or composted.
- Dietary, source and certification information displayed on menus.
- 40% of the food served must be vegetarian and 30% of the food served must be vegan.
- Dietary, source and certification information displayed on menus.
- Planning of food order matches the number of RSVPs received or the tickets sold or number expected.

Encouraged

- All food is organic or locally sourced.
- All meat must be outdoor reared, all eggs must be free-range and all fish must be MSC certified.
- Chose suppliers who have completed sustainability training with the Nationwide Caterers Association, or similar.

Local case study: Victorious Festival

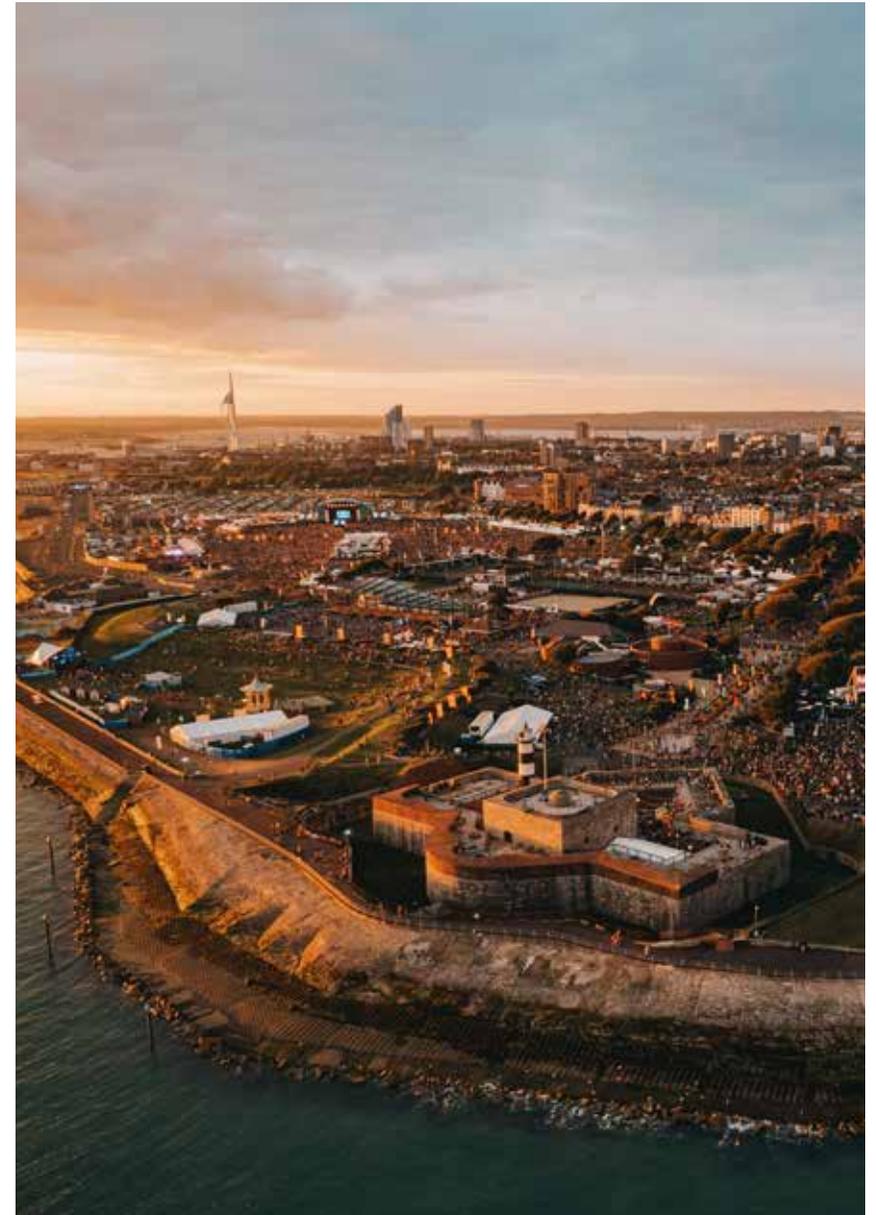
Victorious Festival is an annual music festival held on Southsea Common.

Victorious is committed to reducing our impact on the environment and lowering our carbon footprint.

Their green policy is published on their website and outlines the ways they are running a greener event. Many of the things they do could be replicated at events of all sizes.

- Victorious is zero waste to landfill with a dedicated team of litter pickers who work throughout the festival and afterwards to leave the park as they found it.
- The festival is getting drastic on plastic and have signed the AIF Drastic on Plastic and are working hard to try and eliminate all nonessential single-use plastic at Victorious. All food trader's packaging and cutlery will be predominantly compostable, including paper and cardboard cups, wooden cutlery and stirrers, and paper straws. They even make sure that all glitter traders use biodegradable glitter.
- Festival-goers are encouraged to bring their own refillable water bottle to fill at drinking water points throughout the site!
- Victorious carbon offsets all fuel used by planting the equivalent amount of trees every single year.

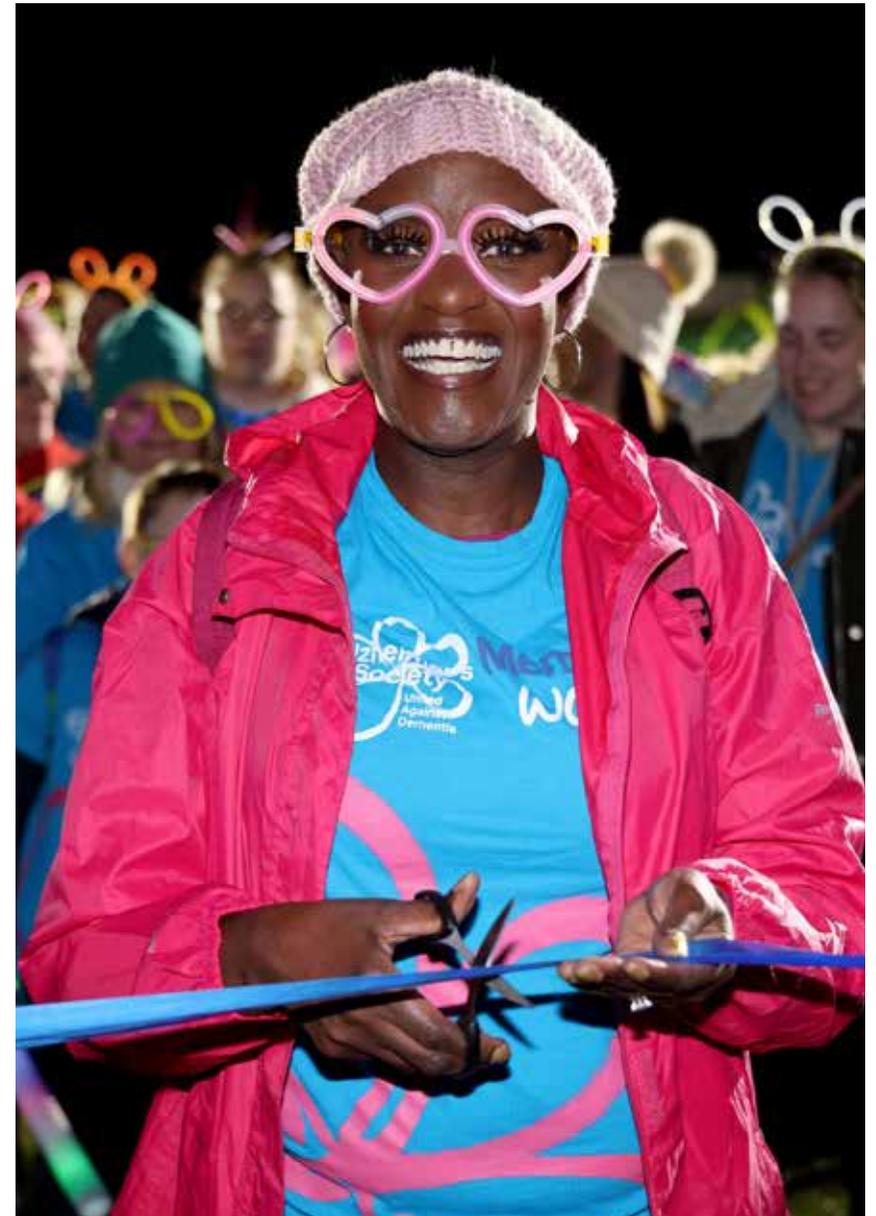
Read more at www.victoriousfestival.co.uk/greenpolicy/



Local case study: GLOW Memory Walk

The Alzheimer's Society hold an annual memory walk event at the seafront. This is a family friendly event and has some measures in place to make it a green event, including:

- Noise controls are in place at the event. Noise levels are measured and set during the sound check. Sounds is lowered after the walkers have set off and the MC is briefed to reduce the amount of announcements
- Events like this can lead to increased littering so volunteers are provided with litter pickers to help clear the site. Recycling and refuse bins are provided on site.
- To reduce plastic consumption participants are encouraged to bring their own refillable water bottles. Caterers must use serve ware that can be recycled or composted.
- The number of generators on site is limited
- Sustainable transport options are promoted to participants



Local case study: Moonlit Memory Walk/Run

The Rowan's Hospice are hold a moonlit memory walk/run from Southsea seafront. Green measures in place include:

- Participants are encouraged to bring their own refreshments in reusable bottles and containers. There will be water refill opportunities at water stations.
- Car sharing is encouraged
- Arranging additional bins and organising litter picking
- Post event food will be provided in a napkin and wooden stirrers will be available for hot drinks



National and international case studies



Glastonbury Festival

Look at the green policies at glastonburyfestivals.co.uk

They do a lot of work to make the festival green including:

- Only using Forest Stewardship Council (FSC) Certified building timber. At the end of its use, unusable wood is chipped and used around the farm.
- As part of their conditions of trade, traders at Glastonbury Festival must complete a sustainability survey which seeks to engage and incentivise traders into adopting more sustainable practices and having greater regard for the environment.
- Environmental management systems are in place and a Wildlife Protection Plan to monitor the health of local ecology and control risk of damage to local ecosystems.

Shambala Festival

Shambala is committed to being as environmentally sustainable as possible and their green credentials are considered pioneering, Europe-wide.

They have reduced the carbon footprint of the festival by over 80%, achieved 100% renewable power, become meat and fish free and eradicated disposable plastics.

www.shambalafestival.org/essential-info/sustainability/

Circular Festivals

20 participating festivals have committed to working together towards true circularity through 2025, developing a model for circular festivals. By redesigning processes and supply chains, they will develop circular solutions in multiple areas, including food & drink, water, energy, transport, mobility, material use, and plastic use.

www.circularfestivals.nl

Useful contacts

If you need any advice or guidance on how to run a greener event, or if you have any suggestions of other things event organisers could consider, please contact Portsmouth City Council's events team at events@portsmouthcc.gov.uk or call **023 9260 6076**.



Links

Energy

- 1 <https://www.portsmouthgenerators.co.uk/hybrid-generators.html>
- 2 <https://www.hybridpowerhire.co.uk/>
- 3 <https://www.fireflyhybridpower.com/>
- 4 <https://www.carbontrust.com/resources/energy-management-self-assessment-tool>
- 5 <https://www.carbonfootprint.com/>
- 6 https://co2.myclimate.org/en/event_calculators/new
- 7 <https://www.powerful-thinking.org.uk/factsheet/communicating-green-energy/>
- 8 <https://smokecontrol.defra.gov.uk/fuels.php?country=england>

Zero waste

- 9 <https://hiveportsmouth.org.uk/hive-directory/search/114>
- 10 <https://fareshare.org.uk/giving-food/>
- 11 <https://www.portsmouth.gov.uk/services/benefits-and-support/help-and-support/help-with-food/>
- 12 <http://www.lifehouse.org.uk/>
- 13 <https://olioex.com/>
- 14 <https://www.greenpeace.org/international/campaign/toolkit-plastic-free-future/organise-a-zero-waste-event/>
- 15 https://www.zerowasteurope.eu/wp-content/uploads/2016/12/Zero-Waste-Events_compressed.pdf
- 16 <https://www.edenprojectcommunities.com/zero-waste-event-tips>

Plastic free

- 17 <https://foogogreen.com/blog/ecofriendly-event-supplies/>
- 18 <https://www.ecoverre.com/plastic-reusable-cups>
- 19 <https://eventcupsolutions.com/>
- 20 <https://www.green-goblet.com/>
- 21 <https://www.pronto-pack.co.uk/>
- 22 <https://stroodles.co.uk/>

23 <https://www.thewholeleafco.com/>

24 <https://www.vegware.com/uk-en/>

Travel

- 25 <https://www.local.gov.uk/sites/default/files/documents/Final%20Sustainable%20Travel%20Report%20July%202018.pdf>
- 26 <https://ecolibrium.earth/the-ecolibrium-sustainable-travel-guide-for-festivals-and-events/>
- 27 <https://parkandride.portsmouth.gov.uk/>
- 28 <https://www.portsmouth.gov.uk/services/parking-roads-and-travel/travel/cleaner-greener-and-safer-our-transport-vision-for-portsmouth/>
- 29 <https://www.voiscooters.com/>
- 30 <https://myjourneyportsmouth.com/>
- 31 <https://liftshare.com/uk>

Other useful links

- 32 <https://sustainable-procurement.org/sustainable-procurement/>
- 33 <https://www.agreenerfestival.com/>
- 34 <https://www.iso.org/iso-20121-sustainable-events.html>
- 35 https://juliesbicycle.com/wp-content/uploads/2019/10/Water_outdoor_events_guide_2015.pdf
- 36 <https://eventwaterltd.co.uk/>
- 37 <https://canowater.com/>
- 38 <https://www.frankwater.com/what-we-do/refill-services/refill-for-festivals/>
- 39 <https://sustainablefoodtrust.org/>
- 40 <https://www.carbontrust.com/resources/green-events-guide>
- 41 <https://zerowasteportsmouth.wordpress.com/zero-waste-shops-and-services/>
- 42 <https://www.ncass.org.uk/training/sustainability-training/>



You can get this information in large print, Braille, audio or in another language by calling 023 9260 6076

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