

# Venue Sustainability Policy Template

## Introduction

This sustainability policy template is designed to give venues a starting point to develop their own mission statement and create a sustainability policy to share with their team, clients, and stakeholders.

Every venue will approach sustainability in a different way, and this document should be used as a guide to the structure and contents of the policy, rather than the methods and measures that each venue should put in place.

For guidance on developing a sustainability strategy, read our [Guide For Venues On Transitioning To Sustainability](#), and use our [Venue Sustainable Checklist](#) to identify areas of improvement. Venues should review their sustainability policy at least once a year to evaluate progress and next steps.

## 1. Your Mission

**Instruction:** Explain the context behind your sustainability policy and why your venue wants to make the transition to becoming more sustainable.

**Example:** At [venue name], we recognise the importance of making the events industry more sustainable, and we're committed to working towards a greener industry and world. We see over [number] events per year take place within our venue, and we recognise our responsibility to reduce the impact of these events on the environment [(optional) in line with the ISO20121 sustainable events standard].

We have identified our key areas of focus based on where we think we can have the most significant impact, and this policy sets out the measures we're taking to address the following areas:

## 2. Key Areas Of Focus

**Instruction: Choose the areas you'll be focusing on as a company, and include the steps you'll be taking to reach your targets in these fields, as well as steps you've already taken. Be as specific as possible with dates for these steps.**

Example:

### Waste

We are aiming to reduce the amount of waste produced at our venue by 50% by 2023.

We have begun doing this by:

- Working with suppliers to reduce plastic packaging
- Cutting down on excess materials in event builds
- Implementing recycling procedures for glass, metal, and plastic
- Encouraging event organisers to look for recyclable alternatives to event materials
- Discouraging giveaways and distribution of single-use items

We will also be doing the following to meet this target:

- Going paper-free by March 2023
- Banning single-use plastics from our catering by the end of 2022
- Toilet paper is to be made of at least 70% recycled paper by the end of 2022
- Cleaning products will be 85% biodegradable by the end of 2022

### Energy

Our goal is for our building to be carbon-neutral by 2030, which we are working towards by:

- Changing our energy supplier to a green energy provider in 2022
- Replacing gas heating with electric, from renewable sources in 2023
- Renewing insulation in the main event spaces in 2023

We have already taken the following steps towards this goal:

- Introduced motion sensor lights in bathrooms
- Resealed windows on the ground floor to prevent heat loss
- Replaced 50% of lightbulbs with LED bulbs
- Reduced lift usage through better signposting

### 3. Measurement And Reporting

**Instruction: Provide details of how your venue will be showing progress and sharing efforts with the public.**

Example: As we embark on reducing our emissions, we will be monitoring and reevaluating our actions and their effect on our footprint regularly with a third party company. We will update our clients with the actions we've taken towards meeting each target, and will provide annual reports on our progress. We will also be applying for sustainability awards to push us to go above and beyond our commitments and demonstrate our commitment to being leaders in the industry.

This policy will be shared with and used to educate our in-house team and suppliers. It will be reviewed and renewed annually by our sustainability committee.

### 4. The Scope Of Your Policy

**Instruction: Detail how this policy will apply to your team and events.**

Example: This policy applies to the entirety of our venue team and on-site operations, and to the events that we run for our clients. Our leadership team are committed to making sustainability a key part of our venue offering, and as individuals and an organisation, we will be making suggestions for broadening our goals as we progress. This policy provides the foundation of the areas of sustainability we as a company are focusing on, and we will be continually reinforcing the importance of these measures to our suppliers and clients, and within our team.

### 5. Contact Details

**Instruction: Provide information about the team and how you can be contacted.**

Example: We are happy to hear any suggestions of how we can improve our commitments to sustainability. If you have any questions regarding this policy, or suggestions for future measures, please do get in touch directly at [sustainability@hirespace.com].