

# Venue Sustainability Checklist

## Using this checklist

It's up to all of us in the events industry to cut down our carbon footprint, but it can be difficult to know where to start.

This checklist is by no means exhaustive, but it provides an overview of areas to focus your attention on. It can be used as a guide to setting specific targets or as a template for your own checklist.

It's important to remember that sustainability is a process and it doesn't happen overnight - the key is taking steps to continually improve the impact of our industry.

## Waste

- The venue has well-signposted facilities to sort waste on-site (landfill and recycling, including glass, aluminium, plastic, paper, and electronic waste)
- Wooden or compostable cutlery and plates are used instead of single-use plastic
- There are accessible water refill stations in foyers and/or event spaces
- The venue is paperless
- Unneeded equipment is donated to other organisations or recycled responsibly
- The venue donates or composts excess food

## Energy

- Heating is efficient and electric rather than gas
- Electricity is provided by a sustainable energy provider
- AV tech and filming equipment is electricity-efficient
- At least 80% of lights in the venue are LED
- The venue has solar panels or similar
- The venue has good natural ventilation and lighting
- The venue's emissions have been measured by a third party organisation

## Purchases

- Buying sustainable items is written into the venue's sustainability policy
- The venue uses toilet paper that is FSC certified and/or at least 50% recycled
- Cleaning products are selected for being environmentally responsible
- Pesticides used minimally and selected for being environmentally-friendly
- Supplies like tea and coffee are selected for being Fairtrade certified

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## Education and awareness

- The venue has a sustainability team or representative
- There is a sustainability policy in place for the venue and events
- Guests are informed pre-event about sustainability measures
- Information about the disposal of waste is transparent and provided to clients
- Team members are educated on sustainability measures
- The venue has verified sustainable credentials or awards
- The venue is certified carbon neutral
- The venue promotes their sustainability commitments

## Water

- Water use is being reduced by using dual flushes and smart faucets
- The venue collects rainwater for watering plants
- The venue provides water stations for bottle refills
- The venue avoids having plants that require daily watering

## Catering and suppliers

- Suppliers are sourced from within a 15 mile radius of the venue
- Catering is provided by a supplier committed to sustainability
- Meal quantities are calculated to avoid food waste
- The venue focuses on vegetarian options and local/seasonal catering
- The venue avoids single-use utensils such as plastic cutlery and plates
- The venue provides bottled condiments rather than individually-packaged sachets

## Travel

- The venue is accessible by public transport
- The venue offers bicycle storage facilities
- The venue provides electric vehicle charging stations
- The venues own vehicles are electric or hybrid
- The venue encourages a cycle to work scheme

**Contact us:**

[sustainability@hirespace.com](mailto:sustainability@hirespace.com)