



# SUSTAINABLE EVENTS GUIDE

FOOD  
**AND DRINK TRADERS**



MANCHESTER  
CITY COUNCIL

Julie's Bicycle  
SUSTAINING CREATIVITY



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Manchester City Council's commitment to sustainable events

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Providing you with the inspiration to plan and provide a sustainable food and drink offering

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What you are doing or can do for this event.

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## 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  
Small Outdoor Events  
Community Event  
Production Suppliers  
Waste & Cleansing Services



# 01

## 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 a trader or catering provider for our events, you can make a difference in helping to make this happen, in particular by:

- sourcing and providing food and drink which is better for people and planet
- avoiding, reducing, reusing or recycling waste
- conserving energy and water
- minimising travel and transport impacts
- providing 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
- what you are already doing on sustainability overall as a business

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 your event.

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.





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## EVENT DETAILS



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

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

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

Your role (e.g. food trader,  
bar operator) \_\_\_\_\_

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

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

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

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

# WHAT YOU ARE DOING OR CAN DO FOR THIS EVENT

## FOOD & DRINK

	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Use local produce and suppliers						
Use seasonal produce						
Use meat and dairy which meet high animal welfare standards						
Use certified organic produce / provide certified organic food and/or drink						
Use Fairtrade products e.g. sugar, tea, coffee, chocolate						
Use palm oil free products or products using sustainably sourced palm oil						
Provide vegetarian/vegan options and use sustainably sourced seafood						
Offer healthy options and portions (appropriate portion size also saves waste)						
Tell customers what we do to source and provide food and drink which is better for people and planet						
Further comments						

# MATERIALS & WASTE



	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Eliminate non-recyclable, single use packaging and serveware e.g. plastic bags and cups, plastic straws, polystyrene boxes / trays						
If reusables aren't possible, use packaging and serveware made from renewable, recycled or sustainably sourced materials e.g. packaging compliant with BS EN 13432 on compostability, recycled plastics, sustainably sourced wood						
Provide bulk dispensing instead of single sachets (e.g. sugar, sauces)						
Redistribute surplus food						
Recycle oils and fat into biofuel						
Compost or recycle food waste						
Report event waste volumes, types and disposal						
Further comments						

# ENERGY & WATER



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	N/A	Already doing		Commit to do	How
		Yes	No	If yes, do we need to improve?	
Switch off appliances and equipment when not in use, including both electrical and gas for cooking					
Use energy efficient appliances and equipment e.g. fridge, LED lighting					
Ensure oils and fats are separated, correctly stored and disposed of to avoid water pollution					
Use cleaning products which avoid or minimise the use of chemicals and water pollution e.g. products with the EU Eco-label					
Inform/train staff on energy and water-saving actions and avoiding water pollution					
Help us better assess power demand prior to the event e.g. providing a list of equipment to be used, power ratings, time periods for intended use					
Further comments					

# TRAVEL & TRANSPORT



	N/A	Already doing		Commit to do	How
		Yes	No		
Optimise route planning and delivery loads					
Use low emission, electric or hybrid vehicles					
For your supplies, avoid or reduce transport packaging and use reusable/recyclable packaging					
Encourage staff to use low/zero carbon transport e.g. public transport, car or lift sharing					
Report on event travel and transport (e.g. transport modes and distances)					
Further comments					

# WHAT YOU ARE DOING AS AN ORGANISATION

## POLICY & PRACTICE

	Yes	No	N/A	How
We have a sustainability or environmental policy (including sustainable sourcing) – if so please provide				
We track our business environmental impacts on at least an annual basis				
We have received sustainability awards and/or have up-to-date sustainability certifications e.g. NCASS* sustainable caterer – 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 choose suppliers and producers which pay at least the Manchester Living Wage to the people they employ and contract				
We do not use zero hours contracts for the people we employ and contract directly				
We avoid suppliers and producers who use zero hours contracts				

\* Nationwide Caterers Association

# USEFUL GUIDES & WEBSITES

## Sustainable Food

Feeding Manchester's [guidance on sustainable food](#)

Sustain [Good Food Guide for Festivals](#)

Marine Conservation [Society Good Fish Guide](#)

Nationwide Caterers Association (NCASS) [Sustainability Tips for Caterers](#)

WRAP's [Resource pack for Hospitality and Food service sector](#)

Sustain [Reducing Food Waste](#)

Raw Foundation and Kambe Events [Plastic Free Festivals Guide](#)

FareShare Greater Manchester food waste charity

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

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

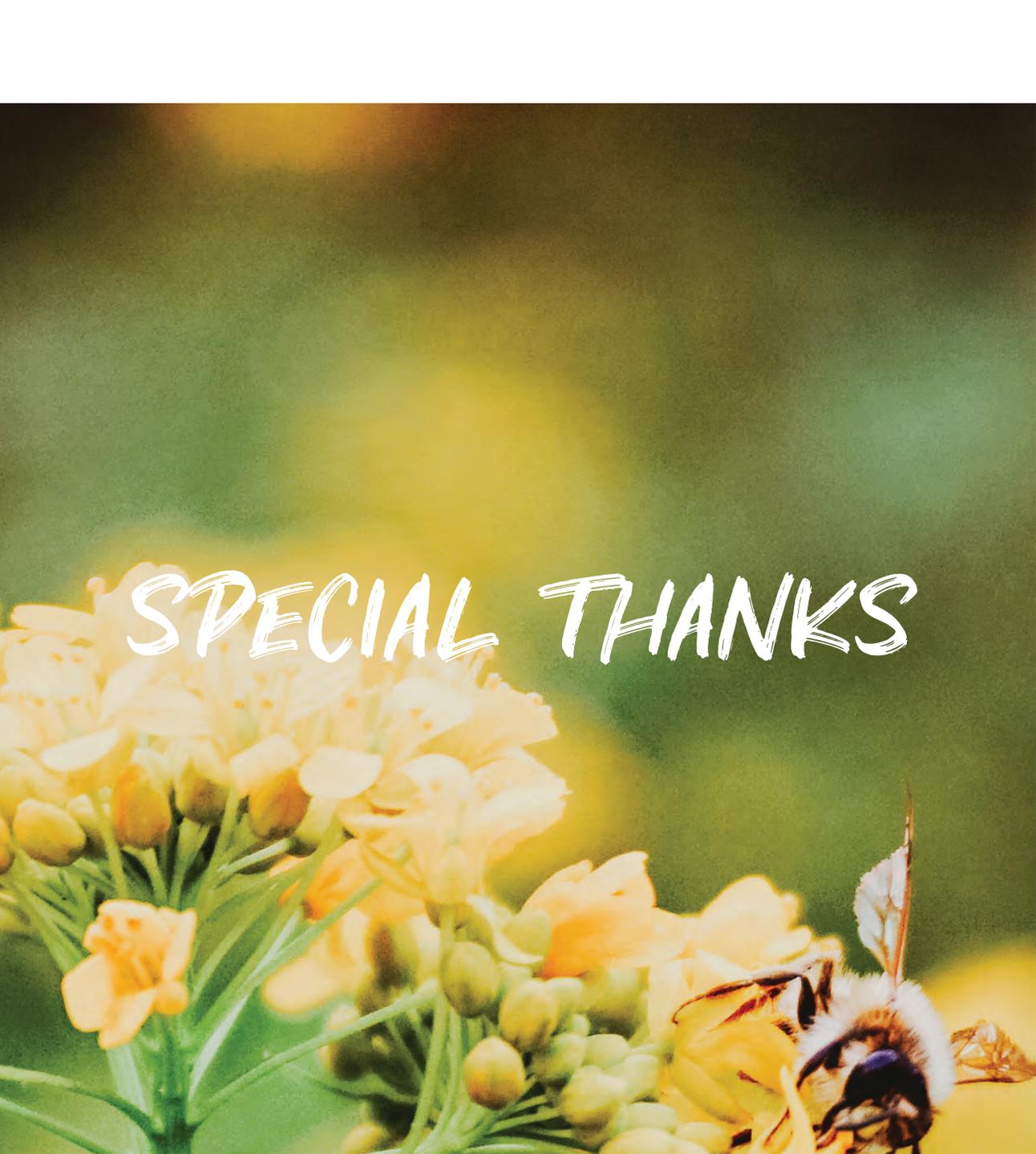
## Labels to be aware of



## 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.



[manchester.gov.uk](https://manchester.gov.uk)