



## Sustainable Events Guide

The Halls is committed to reducing the environmental impact of its operations, in order to help Norwich become a more sustainable, low-carbon city. Please carefully read this guide and consider how you can manage your event at The Halls to minimise its impact on our environment.

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### Energy

We are proud to say that The Halls are powered by 100% renewable electricity, however the running costs of the venue are very high and so we request that users of The Halls are mindful of the energy use of their events.

For example, please consider switching off lights when not required (or asking our Hall Keepers to do so). Similarly, we ask that other electrical items are not left on when they are not in use. Such simple measures can substantially reduce the cost of running events at The Halls.

We will heat The Halls when they are in use, on colder days, but please inform our

hall keepers if you require heating levels to be altered for your event.

## Local Employment Opportunities and the Living Wage

We believe that events based in Norwich should bring benefits to the local area, and one of these benefits can be employment opportunities to the local population. If your event requires extra staff, we urge you to try and source them from the Norwich area – this can also reduce emissions associated with staff travelling to The Halls.

In addition, Norwich City Council is proud to be a real Living Wage employer. This means it pays its staff, as a minimum, the wage independently calculated by the Living Wage Foundation based on what employees and their families need to live. This is different from the lower rate of the 'National Living Wage', formerly known as the minimum wage.

If you are a business hiring The Halls, we strongly request that you follow this example, and pay your staff the real Living Wage. This basic fairness can also produce wider benefits such as lower staff turnover and increased productivity.

For more information, please see the Living Wage Foundation's website at [www.livingwage.org.uk](http://www.livingwage.org.uk).

## Plastics

### Single-Use Plastic Items (Disposables)

These materials, such as plastic cups, cutlery and straws, are a great cost to the environment - taking over 500 years to degrade. Following a motion passed in September 2016, Norwich City Council is working towards becoming a 'single-use-plastic-free' authority from the end of 2017.

To help achieve this we request that you kindly refrain - where possible - from using single-use plastic items at The Halls. Please instead consider alternatives such as real glassware and metal cutlery, or hard durable plastics that can be washed and reused. You are also welcome to use materials made from rPET (recycled polyethylene terephthalate) – these are derived from plastics such as bottles, and can be recycled once again after use (when placed in our blue bins).

### Water Bottles

In line with reducing the use of disposable plastics at The Halls, we request that you make efforts to avoid the provision of bottles of water for any staff / visitors / volunteers.

Bottled water takes approximately 1000 times more energy to produce than tap water, and can cost up to 2000 times more to procure\*. The Halls is happy to provide tap water for your event, included in the cost of your hire – you may just need to arrange glassware, depending on the logistics of your event.

## Procurement

### Responsible Procurement

We would encourage any products purchased specifically for your event at The Halls to be purchased from fair and ethical sources, where possible. For example, any paper or wood should be from certified FSC sources (Forest Stewardship Council); teas and coffees should be certified Fair Trade or Rainforest Alliance; and if your event requires use of any paints or solvents these should be low in VOCs (Volatile Organic Compounds).

### Event Suppliers and Subcontractors

Where possible, please choose suppliers and subcontractors that are local to The Halls. Not only does this benefit our local economy, and the small businesses in our area, but also means substantially fewer emissions are created by the transportation associated with events.

See [www.buylocalnorfolk.org.uk](http://www.buylocalnorfolk.org.uk) for more information on buying locally.

## Transport

A great deal of the emissions caused by events arises from visitors travelling to-and-from the venue. And so, when instructing attendees on how to find us, please emphasise the use of public transport, cycling and walking over private cars. We also request that schemes such as car sharing (such as [liftshare.com](http://liftshare.com) or [www.norfolkcarclub.com](http://www.norfolkcarclub.com)), or park-and-ride, are mentioned for those that do drive. Norwich is a very congested city, so these methods help to reduce air pollution in the local environment as well as giving your guests a more pleasant journey. For full details on how to find us please see our website [www.thehallsnorwich.com/Pages/contact.aspx](http://www.thehallsnorwich.com/Pages/contact.aspx).

## Waste

### Waste Disposal

The Halls provides general waste and recycling facilities for events. If an event is likely to create large quantities of waste then, with enough notice, additional bins – or a skip - can be arranged. There may be a charge for additional waste disposal.

Our ivory recycling bins, with lime green lids, can be used for **paper and cardboard, empty food and drink tins, empty plastic bottles and other plastics like yoghurt pots, and foil.**



*We also have bins for glass recycling. If glass bins are needed after 7pm or before 8am our Hall Keepers can bring them into the building to avoid creating a noise nuisance for our neighbours.*

We also collect plastic bottle tops for recycling to help raise money for a local charity, [The Matthew Project](#). We do not have specific bins for these, but they can simply be handed to our Hall Keepers at the end of your event.

Please also see the separate section on [Food Waste](#), below.



**All other waste** should be placed in our black general waste bins. Please encourage guests / attendees / stallholders (for example, in any pre-event literature) to dispose of their waste properly in order to help reduce the environmental impact of your event.

### Waste Reduction

We ask that, where possible, any materials that are purchased specifically for events are reusable. If an event involves large amounts of printed material (leaflets for delegates, for instance) we request that any leftovers are collected to be used at future events. If you require use of our flip charts in our meeting rooms we kindly ask that both sides of each page are utilised.

In addition, we do not allow flyering for events outside of the venue (for example, as guests leave an event). This is to reduce both street littering and general waste.

### Food Waste

We now have a food waste collection service at The Halls; this waste is turned into biogas at an anaerobic digestion plant in Southwold.

**Food waste** is primarily collected from our kitchen (full details will be provided with any hire of the kitchen). However, we also have one food waste bin for use within events. This bin will usually be placed together with a recycling bin and a general waste bin, in the most appropriate space for your event, but if it doesn't seem to be present please notify our hall keepers who will locate it for you.



Please separate any food waste at the end of your event, to ensure that it doesn't enter our general waste stream (where it would break down to create potent greenhouse gases such as methane). If your event has any edible leftover food that you no longer require, we request that this is left with our staff who will investigate donating it to a local food bank in order to help alleviate food poverty.

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If you have any questions regarding any of these issues, or would like further advice on how to minimise the impact of your event, please contact The Halls management team.

In the meantime we would like to thank you kindly for helping us to make Norwich a safe, clean and low-carbon city.