

## Guide to running a sustainable event

The purpose of this guide is to help event planners who want their event to be as environmentally responsible as possible. It has been produced in line with the British standard for sustainable event management.

### Is your event necessary?

The first thing to consider is whether your event is actually necessary. Can you communicate effectively by email or teleconferencing? Do your delegates all need to be in the same location ?

We appreciate that sometimes an event is necessary, and ensuring that it is as sustainable as possible is where we come in. If there are only a few participants, or it is only a short meeting, our state-of-the-art video conferencing suite can connect to up to four callers with the capability to share presentations and video.

Alternatively, if you want your event to reach a wider audience, you could consider webcasting the whole event to a potentially limitless number of people. At 15Hatfields, we can offer the use of our 50MB internet connection with a dedicated 1GB pipe for webcasting.

### Does the venue have a clear and dedicated environmental commitment?

It is important to use a venue that has a clear and committed environmental policy and associated environmental procedures. 15Hatfields is one of the UK's most sustainable venues. Take a look at our sustainable credentials to see the efforts we go to.

From the plastic free tea temples to our reception desk made of recycled fabric conditioner bottles, every element of the structure of the venue and the service we deliver has been designed with sustainability in mind.

### Does the venue have good links to public transport?

One of the largest environmental impacts of any event tends to be delegate travel. 15Hatfields is conveniently situated in the heart of London's Southbank with London Waterloo, Blackfriars and Southwark stations all within a ten minute walk of the venue. There are also three Barclays Cycle Hire docking stations and six bus routes stopping within a five minute walk of the venue.

### Does the venue hold supplies on site?

Transportation of equipment and furniture for an event can contribute considerably to the carbon footprint of an event. It is important to look for a venue that holds all equipment onsite where possible.

15Hatfields stores the entirety of its furniture and AV equipment on site which not only minimises the amount of pollution caused by transporting equipment but also increases the flexibility of the venue, meaning any last minute changes or additions can be easily accommodated.

### Is the catering responsibly sourced?

It is important to check the environmental policies of the caterers or the catering companies used. Where possible, ensure that it is locally and responsibly sourced and consider adopting a vegetarian or vegan menu as the carbon footprint of vegetables is considerably less than meat.

At 15Hatfields we use Eden Caterers. Eden has sustainability at the very core of what it does, along with a strong commitment to healthy eating. As standard we order a 50/50 split of meat/vegetarian which also includes vegan options, but you can change this ratio and add any other special dietary requirements as you require.

We offer a special vegan day delegate rate which includes morning and mid-morning tea and coffee with oat milk accompanied by Nakd bars and fresh

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fruit, an all vegan lunch where you can choose from hot lunch, sandwiches or salads and for afternoon tea there is a choice of vegan lemon drizzle or vegan chocolate cake.

### Reducing waste before, during and after the event

Consider all the ways in which you can reduce unnecessary event materials. In addition to being cost effective, using your website and email to promote your event allows you to update the programme and send out joining instructions without needing to print and distribute hardcopies. Where possible produce banners which are not date-specific so they can be reused at various events.

Electronic agendas, display materials and agendas which can be put up on screens around the venue will also help avoid the need for printed materials.

We have a 42 inch fixed plasma screen in the reception area which is perfect for event holding slides and information, as well as two portable Plasma screens which can be moved around the venue and show any information that you may need.

In the event that you do have any print requirements, we have good relationships with local printers and will be happy to assist with any requests.

### 15Hatfields – your sustainable venue partner

This guide is intended to give you some pointers on making your next event as sustainable as possible. If you would like to find out more about how we can help, then please contact the 15Hatfields team on 020 7827 5920.

