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Lahti

Environmental guide for events in Lahti





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Choose a more sustainable way!

The purpose of this guide is to provide information and tips on how environmental matters should be taken into account when organising an event and how to minimise the environmental burden of the event.

Paying attention to environmental matters when planning and organising an event reduces the harmful effects on the environment and makes it possible to save, for example:

- fuel costs
- the costs of acquiring re-usable materials
- waste management costs if waste is sorted correctly.

Events also play an important role in increasing environmental awareness and positivity.

Environmental matters should be considered already in the planning phase to make it easier to apply them in practice.

It is increasingly important to think about whether you are making choices in order to be sustainable and environmentally friendly or to gain the maximum financial benefit. Try to keep in mind that protecting the environment is everyone's responsibility.

Lahti – Finland's leading green city

Lahti was appointed the 2021 European Green Capital. The ambitious work for the environment started with the restoration of Lake Vesijärvi,

today is about sustainable mobility with city bikes and the future involves a carbon neutral everyday life. Environmental challenges have been overcome and Lahti was built into the European Green Capital together.

Carbon Neutral Lahti

Lahti has ambitious climate goals that require the active participation of not only the city but also other stakeholders. We aim to be the first major city in Finland to achieve carbon neutrality. To reach this goal, emissions in Lahti must be reduced by 80% compared to the baseline year of 1990.

We are seeking emission reductions particularly in energy production and transportation. Lahti aims to reduce transportation emissions while making mobility smoother for residents. The city of Lahti also wants event organizers to value the environment and consider environmental aspects when producing events. This can be done, for example, by choosing event locations that are accessible by public transport and clearly communicating to their organization and the public how to reach the event location by walking, cycling, bus, or train.

Event organisers can also contribute to achieving the goal by favouring venues that are easily accessible with public transport and communicating clearly to their own organisation and the visitors how to access the venue with sustainable means of transport.

The environmental impact of events is caused by

- The use and acquisition of materials
- Construction and logistics
- Traffic
- Audio equipment and noise
- Waste and hazardous waste
- Water consumption
- Waste water
- Energy consumption and illumination
- Food and beverage services



Venue

Selecting the Venue

When selecting a venue for the event, you should make sure that the venue is suitable in terms of infrastructure, noise, waste management, mobility and environmental degradation.

You should also ensure that the services and structures of the venue have been designed to serve and withstand the estimated number of visitors and the event itself.

When booking a venue, you should check whether the venue has been issued an environmental certificate. Environmental certificates are tools designed to reduce the harmful environmental impact through concrete actions. More information about environmental certificates can be found in the latter half of this guide.

Accessibility of the Venue

How people will access the venue is one of the most important aspects of an event and its environmental burden. You should favour venues that can be accessed by foot, bicycle or public transport.

You should also provide clear instructions on how to access the venue through sustainable means of transport. For example, information about the locations of bicycle parking areas and city bike stations, the possibility of using an electric rental scooter, bus stops and bus lines closest to the venue and the transport options

available to those arriving at the Lahti Travel Centre should be provided. You can also charter buses or encourage the participants to carpool.

Depending on the nature of the event, you can offer the visitors or customers the chance to attend the event online. Virtual and hybrid modes of attendance are currently a major part of event organisation. A hybrid event is an event that the visitors can attend either in person or online. The possibility of virtual, remote attendance also allows people who would otherwise be unable to attend to take part in the event. Virtual events also reduce the environmental impact caused by travelling to the event.

Public Transport in Lahti

Lahden Seudun Liikenne (LSL)

Lahti's regional transport operates buses around the city. More information: www.lsl.fi

Mankeli Bikes

The electric Mankeli city bikes were introduced by the City of Lahti in 2021, and they are available from April to October. There are about 30 Mankeli stations around Lahti. The stations are places where anyone can start a ride or return their bike. Therefore, it is advisable to see if there is a Mankeli station nearby when selecting the venue. More information about the Mankeli city bikes: www.lahti.fi/en/housing-and-environment/transportation-and-streets/city-bikes/



Electric Scooters

There are two electric scooter service providers active in Lahti: TIER and Ryde.

Like the city bikes, electric scooters are in use in the summer, which means that the season begins when the snow on the streets has melted and ends when new snow falls. The electric scooters have a designated area where they can be ridden. In Lahti, the designated area covers most of the venues or their nearby areas. Detailed areas of each service provider can be found from their respective mobile apps.

More information about electric scooters www.tier.app/en and www.ryde-technology.com/

Respect and Consideration for Nature when Organising an Event

Nature relaxes and refreshes the mind. Events can also be arranged in nature, for example, the parks and forests of the city.

A list of the City of Lahti parks can be found here (in Finnish): www.lahti.fi/vapaa-aika/luonto-ja-aktiviteetit/puistot-ja-viheralueet

If you decide to hold an event in nature, you should pay attention to the following:

- the event may not be harmful to nature (trees, their trunks or roots, other vegetation or animals)
- you must acquire a permit from the land owner
- the venue must be cleaned carefully after the event

In order to protect nature, vegetation, trees and their roots can be protected by setting up fences or similar elements. For example, there are many trees and their roots in Pikku-Vesijärvenpuisto in Lahti that need to be protected.

Restoration of the Venue

The restoration of the venue and the ground rules related to it are agreed upon when acquiring a permit to use the venue. In the case of events held in parks and other natural locations, the venue is inspected before and after the event.

As a general rule, the event organiser is responsible for restoring the original condition of the park or other natural location after the event.

The following can and should be taken into account:

- protecting/taking into account the vegetation of the venue,
- avoiding driving vehicles over grass
- thorough waste management planning and sufficient waste management

Nature conservation areas

Events can also be held in a nature conservation area. There are a total of 23 nature conservation areas in Lahti. Map of the areas is on the next page.

If you plan to arrange an event in a nature conservation area, you should always contact Lahti's environmental services: ymparisto@lahti.fi, tel. +358 (0)50 559 4053 (Nature Conservation Commissioner).

Extensive information about Lahti's nature conservation areas can be found at the Lahden seudun luonto website (in Finnish): www.lahdenseudunluonto.fi/

Clean nature will be thankful and help the visitors to enjoy themselves!

Checklist:



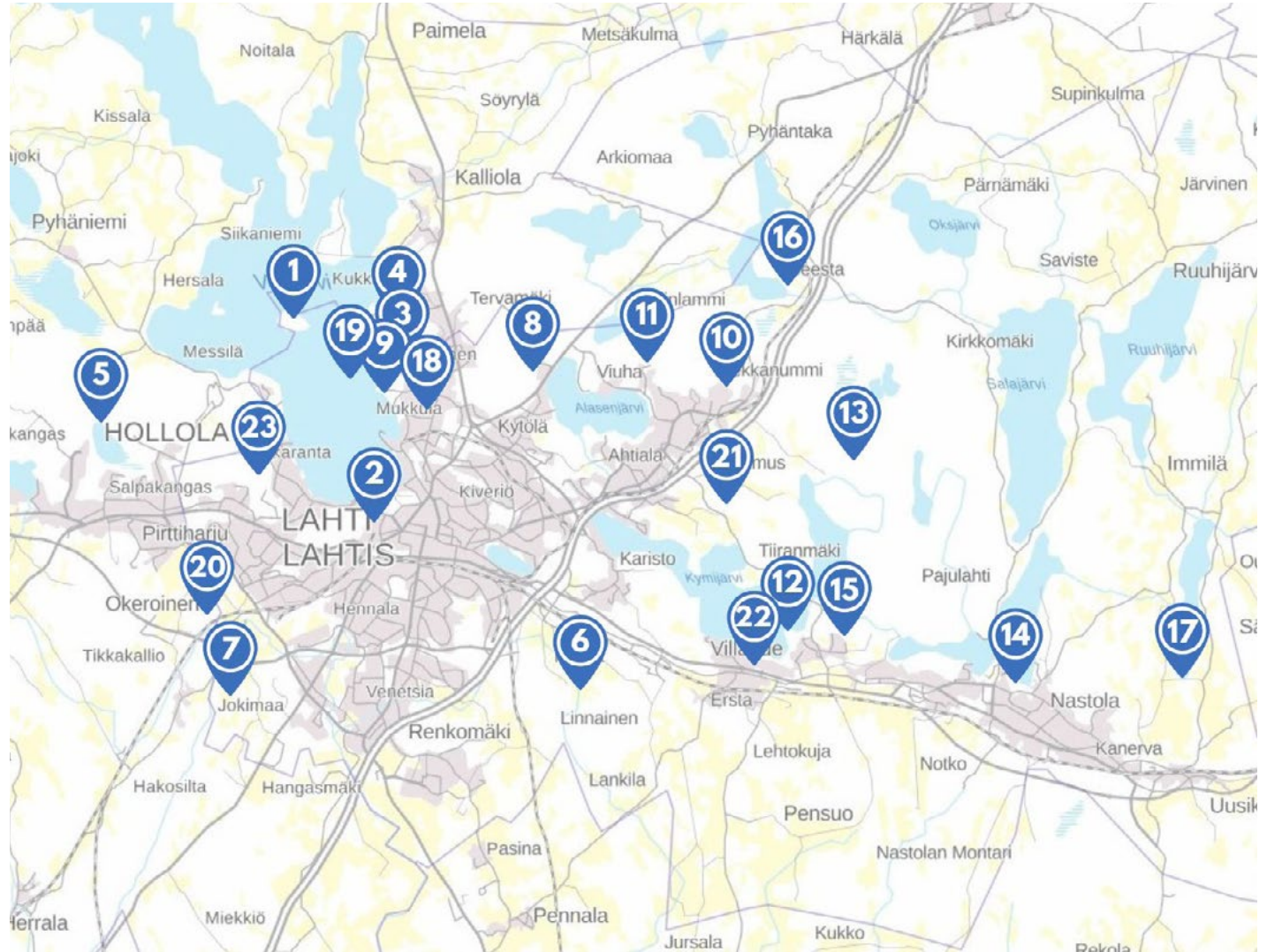
I have ensured that the venue is easily accessible by foot, bicycle and/or public transport.

I have taken into account the various public transport options available in Lahti (LSL, Mankeli bikes, electric scooters) and I aim to make use of them in my event.

I have studied any ground rules related to the restoration of the venue provided upon acquiring a permit to use the venue.

Nature conservation areas in Lahti

1. Enonsaari
2. Häränsilmä
3. Kilpiäistenpohja
4. Kilpiäisten tikkametsä
5. Kintterönsuo
6. Linnaistensuo
7. Luhdanjoki
8. Pesäkallio
9. Ritämäki
10. Sydänkangas
11. Viuha
12. Haikkarinniemi
13. Lapakisto
14. Rauhaniemi
15. Sammalsuo
16. Seestan nature conservation area
17. Sylvöjärvi and Sammalsillansuo
18. Haapalanmäki in Mukkula
19. Mukkula islands
20. Komolankallio in Okeroinen
21. Sietikka in Koiskala
22. Villähde grove in Suppala
23. Kintterönsuo and Hakalaukunsuo



Event Logistics

Event logistics is a puzzle that involves moving and transporting the goods and structures required in the event. The origins and destinations of goods and how they are stored before, during and after the event must be planned.

When planning the logistics of the event, you should plan the deliveries carefully and avoid unnecessary deliveries. The more goods can be delivered in one delivery, the fewer deliveries are needed. The environmental impact of transport can also be reduced by favouring local operators and service providers.

The transport routes of the venue should be planned in advance to make it easy for different operators to access the venue. These operators include, for example:

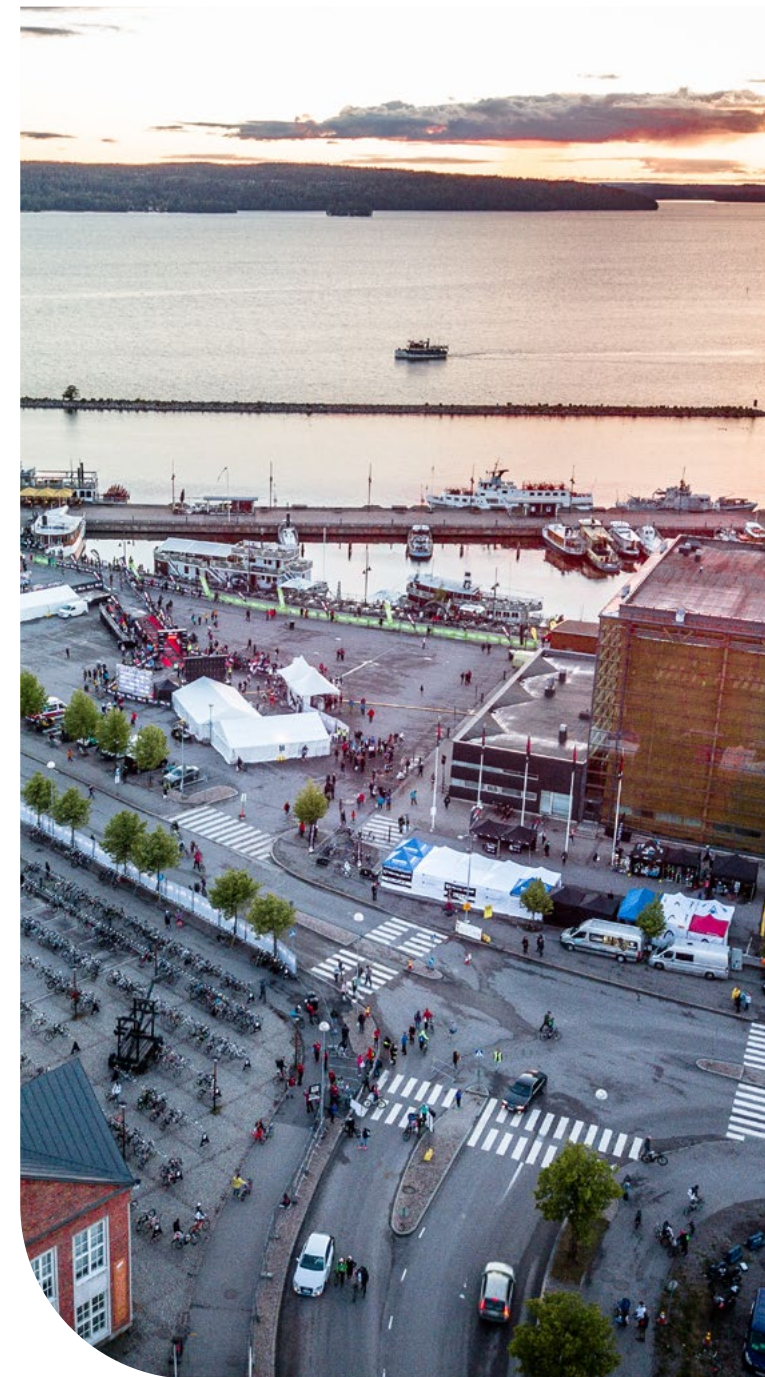
- visitors and volunteers
- event producers
- service vehicles and other maintenance services (snow ploughing, sand clearing, garbage bin relocation, etc.)

It is advisable to have a representative of the event to guide the operators to the right place when they arrive at the venue. This reduces the need for driving back and forth unnecessarily.

The drivers should be encouraged to drive economically. Good tips for this can be found, for example, at (in Finnish) [Finnish Road Safety Council page](#).

In addition, low-emission vehicles should be favoured, whenever possible.

Drivers should also be told that they must not unnecessarily run their vehicles and machines on idle. This also creates significant savings related to fuel costs.



Waste Management and Cleaning

The organiser of a public event is responsible for the waste management of the event. The organiser is also responsible for guidance related to waste management during the event as well as sorting and separate collection of waste in accordance with the waste management provisions. Public events must be planned in such a way that the amount of generated waste is kept to a minimum.

Area Cleaning Regarding all Operators

The event organiser is responsible for providing all operators, subcontractors, vendors and food vendors, service providers, volunteers and visitors with instructions regarding the cleaning of the area and waste sorting. The operators must be shown and instructed about the location of the closest waste sorting station.

It is advisable to put up signs pointing towards the sorting station. If possible, you should also put up illustrations at the sorting station to indicate the correct method of sorting waste or, alternatively, ask volunteers to help operators sort their waste.

Cleaning of Nearby Areas

In most cases, the event organiser is also responsible for cleaning any areas in the immediate vicinity of the venue. If there are other operators in the nearby areas, you should consult them in advance about which areas need to be cleaned by whom and what they wish from you. This helps to prevent any unnecessary disputes.

Waste Recycling in Lahti

The better the waste is sorted at the venue, the better it can be recycled. If the venue does not have a waste management agreement in place, the event organiser should compare the waste management services provided by local transport companies. Up-to-date contact information for transport companies operating in the area can be found at: salpakierto.fi/en/waste-management-for-residential-properties/waste-collection-companies/

Depending on the nature of the event, the venue should have a sufficient number of covered waste bins, and their locations should be planned appropriately.

Waste bins:

- The number and size of bins is determined by the amount of waste generated in the event.
- You should rather overestimate than underestimate the number and size of bins.
- The bins should be placed and maintained so that they do not cause smell or other health hazards and so that wild animals cannot access them.
- The bins should be emptied at least once a day or whenever they are full.
- It is advisable to place the bins at the food/ beverage serving area, main pathways and as close to the audience as possible.
- Waste must not cause a health or environmental hazard.

At events, at least mixed waste must be collected. Other types of waste should be collected according to the event organiser's estimate of how much of each type of waste will be generated during the event, and the bins and transports must be arranged accordingly. Biowaste must be sorted and separately collected whenever food is served at the event. Hazardous waste must be collected in all cases, no matter how small amounts of it are generated.

The following types of waste must be collected at events:

Mixed waste	All properties
Bio waste	The property has professional food preparation, food distribution or a canteen, or if the type of waste accumulated on average is more than 10kg per week.
Plastic and carton packaging	If more than 5 kg of the waste type is accumulated on average in a week
Metal and glass packaging	If more than 2 kg of the waste type is accumulated on average in a week
Paper	In accordance with sections 49 and 50 of the Waste Act
Wood	If more than 50 kg of the waste type is accumulated on average in a week

Separate collection of energy waste is prohibited.

When arranging transports, ensure that each waste type has its own storage and removal solution so that the carefully sorted waste is not mixed later on.

The waste recovery rate in the Lahti region is almost 100%. The sorting that takes place at the venue is complemented by mechanical sorting at the sorting facility, which allows for collecting recyclable plastic, cardboard and metal from the waste and re-using them as raw materials.

Read more about the [waste management regulations for the Lahti region](#) (valid from 1 July 2024)

Waste Sorting Guidance

The event organiser is responsible for instructing the item vendors, food vendors, visitors and staff of the event and others about their obligations concerning waste sorting. In the case of major events, it is advisable to consider putting up signs pointing towards waste sorting stations and having guides at the waste stations to provide sorting instructions, especially if food is served at the event. The locations of waste bins should be marked on the map of the event.

The type of waste belonging to a specific waste bin can be indicated clearly with specific colours and symbols. These can be easily understood by everyone, regardless of their mother tongue.

The best way to ensure correct waste sorting is to have a guide on site to explain the right bin for each type of waste, especially if the waste generated in the event is sorted into several bins. For this purpose, you can utilise students of local educational institutions or other volunteers that can be trained as temporary waste sorting guides.

Cleaning and Waste Management Plan

A cleaning and waste management plan must be prepared for all events arranged in Lahti. If the public event will have more than 500 visitors, a waste management plan must be prepared and submitted to the municipal environmental protection authority at least two weeks before the event.

Submit the cleaning and waste management plan online: [Siivous- ja jätehuoltosuunnitelma](#) (electronic form, in Finnish)

If you have any question regarding waste management plan for events, contact: tapahtumapalvelut@lahti.fi

Checklist:



I have checked how the collection, transportation and recycling of waste takes place at the venue.

I have ensured that each waste bin is labelled with clear instructions or, alternatively, that there are guides providing instructions on sorting.

I have prepared a cleaning and waste management plan.

Hygiene

Serving and Selling Food

The event organiser should plan the locations of food vendors at the venue so that the sales points can be protected adequately from dust, moisture, excessive exposure to sunlight and vermin.

The plan should also take into account that food vendors might need cold storage and other storage facilities. Potable water supply and waste water removal sites must be indicated to the food vendors and the waste management of the event must be arranged so that the waste bins of the sales points can be emptied adequately frequently. Refrigeration appliances also need electricity.

A sufficient number of separate toilets equipped with a hand washing station must be allocated for food vendors. The hand washing stations must be equipped with liquid soap and paper towels. Hand sanitiser is not enough to ensure adequate hand hygiene.

The organiser of a public event must provide the environmental health services with a list of the event's food vendors (sales and serving points, alcohol serving areas and tasting and presentation locations) well before the event. The list must be submitted by email to terveydensuojelu@lahti.fi

More information on the Finnish Food Safety Authority website: www.ruokavirasto.fi/en/foodstuffs/food-sector/product-and-industry-specific-requirements/myynti/mobile-food-premises/

Water

The need for potable water at a public event is determined, for example, by the nature and scale of the event. Water is needed at food sales and serving points and to ensure adequate hand hygiene, for example. If accommodation is provided at the area, such as temporary camping sites, additional water supply points must be ensured (cooking, drinking water, hand washing, body washing and dish washing). The quality of the potable water must fulfil the requirements set and it must be available in sufficient quantity.

Things to consider

- The equipment used (hoses, taps, valves, pumps, tanks, etc.) must be clean. They must be cleaned before use and, if necessary, disinfected and rinsed.
- The water tanks and containers must be filled hygienically. The storage and transportation of tanks and containers must be arranged so that dust, insects or pests cannot access the tanks and hoses.
- Water supply points must be marked on site and in the maps of the venue. The markings must indicate the purposes for which the water can be used (e.g. drinking water, hand washing water).
- The supply point should be placed in a location with appropriate lighting.
- The supply point must be equipped with

an appropriate drainage system.

- If it is not possible to drain water into an existing sewer, the water must be drained into the ground in a controlled manner. The ground should be sloped away from the supply point in order to avoid pools of water accumulating at the supply point.
- In order to avoid the ground from getting wet and muddy, you can place a platform underneath the tap.

Toilets

Most people do not consider queuing for the toilet to be an enjoyable way of spend their time at an event. Because of this, major public events should have an adequate number of appropriately equipped toilets for men and women. The locations of the toilets should be planned carefully in different parts of the venue to avoid queues.

Toilets or their surroundings should be equipped with a hand washing station or another solution for maintaining hand hygiene. Appropriate hand hygiene involves, for example, hand sanitiser and sanitiser wipes. The toilets must be emptied and cleaned appropriately and frequently to prevent odour nuisance. Signs pointing towards the toilets must be put up.

The number of toilets required can be determined from the table below. One accessible toilet for every 1,000 people must be made available. The event organiser must be prepared to acquire more toilets sufficiently quickly, if necessary. 50% of men's toilets can be replaced with a corresponding number of urinals.

These requirements can be deviated from, if necessary, due to the venue or nature of the event. Fewer toilets are needed, for example, if other toilets are available to the visitors nearby or the participants are accommodated in mobile

Number of participants	Women	Men	Accessible
< 50 *	1	1	1
51–250	2	2	1
251–500 *	3	3	1
501–750	5	4	1
751–1000	6	5	1
more than 1,000 participants, for every 250 participants	* 1	* 1	1 per 1,000 participants

* indicative

homes. Correspondingly, more toilets must be made available if the duration of the event is more than five hours or if alcohol is served at the event.

The presented numbers of toilets are indicative for events with no more than 500 participants. If the number of participants is low (<50), the event organiser can also try to make an agreement that the participants can use the toilets of a nearby public building to eliminate the need to acquire separate toilets. The numbers of toilets for public events with more than 500 participants presented in the table are absolute minimum requirements.

If an event with a large number of visitors takes place for more than one day, but the participants primarily spend a short time at the event (1–2 hours), the number of toilets must be determined according to the largest estimated number of visitors at one time.

Checklist:



If food is served or sold at the event, I have prepared a list of vendors and submitted the list to the City of Lahti.

I have ensured that there is enough clean water available for free at the event.

I have calculated that there are enough toilets at the venue for the estimated number of visitors and I have reported these numbers to the City of Lahti.

Food and Beverages

If the serving of food and beverages is planned carefully, visitors are more likely to use these services. It is important to plan the food served at the event according to the nature of the event and to follow food trends and various innovations related to food. In addition to a positive experience, consumers are increasingly interested in environmental matters.

The carbon footprint caused by food constitutes one third of the total carbon footprint caused by a human being. The lifecycle of the carbon footprint begins in production, after which the raw materials are transported, processed and stored. Finally, the waste generated by food is transported for recycling. The initial production phase causes the largest environmental impact.

When planning the food and beverages served at the event, you can make the following environmentally friendly choices that also take the preferences of different customers into account:

- Favour seasonal food to save on raw materials.
- Offer different types of balanced vegetarian food.
- Offer vegan food, which has become increasingly popular in recent years and offers a healthy and environmentally friendly alternative.
- Favour organic food and products, which are currently popular due to people's increased awareness of the impact of their choices on nature.

- Favour locally produced food to support the local economy. What is being served has a larger environmental impact than its transportation.
- Study the environmental and sustainability labels on the Consumers' Union of Finland website (in Finnish): www.kuluttajaliitto.fi/materiaalit/ruoan-pakkausmerkinnat
- Minimise food waste.
- Provide re-usable cutlery and dishes, if possible. Dishes made of wood fibres and biodegradable dishes are sustainable choices if disposable dishes need to be used.
- Ensure that drinks are served in a sustainable manner. Use a deposit system for cups and bottles to generate less waste.
- Allow people to re-fill their own water bottles at the venue.

The staff and volunteers of the event should be offered re-usable cups with lids or bottles that can be re-filled easily at the water supply and drink stations of the event.

Biovaaka

Have you ever heard about the Biovaaka service? The service was developed to reduce the food waste of professional kitchens. The service offers different solutions for quantifying food waste in different phases of food processing or making the amounts of food waste visible to customers when they return their dishes.



When comparing the catering services of the event, you should enquire whether the catering company uses Biovaaka and, if they do, is it possible to use the service at the event's catering points.

Biovaaka makes it possible to reduce the food waste of events and to raise awareness about food waste among the participants of the event. More information about Biovaaka and its solutions: biovaaka.fi

Long-term Use of Materials

Materials should be selected according to whether the event is arranged indoors or outdoors. If the event is organised frequently, you should invest in durable and multifunctional materials. For example, if the material does not have a date, it can be used more than once.

You should pay attention to whether the material can be cleaned, repaired, mended or re-used. The better the re-usability of the material, the more likely it is that it will save energy, effort, time and money. In addition, the longer the material procured can be utilised, the better the generation of waste can be prevented.

Special attention should be paid to the re-usability of the following materials:

- communication and marketing materials: flyers, brochures, advertisement banners, posters, large print-outs, flags, tapes, small print products, etc.,
- signs and banners,
- branded event products: various goods and name tags,
- decorations, and
- the clothing of the staff and volunteers.

Mobile apps or other digital systems can be used, instead of physical materials. For example, flyers and other marketing materials can be replaced with digital solutions. However, you should consider the target audience of the event and, in some cases, the weather and the time of year when the event is arranged. Mobile

apps may be difficult to use if the temperature is well below zero.

Procurements

When acquiring the event materials and making other procurements, you should consider whether the procurement of new materials is necessary and, if it is, can they be re-used. If possible, always favour used or recycled products.

Recycled materials are not always available, however. In such cases, you can pay attention to the environmental certificates of the products or materials and ask the manufacturer for information about the product's or material's environmental impact.

When comparing different service providers, you can include the possibility of re-using materials or other environmental matters in the criteria.

Materials can also be procured from nature with the right of public access. For example, rocks can be used as decorations.

Signs

As with all materials, how the signs of the event and their materials are planned and selected is important to both the event and its environmental impact. It is advisable to consider whether the dates of the event need to be visible in the signs. Signs that do not have specific dates can be used again next year. International pictograms can be used, instead

of having the signs in different languages, to increase the multifunctionality and service life of the signs.

Pictograms are black and white illustrations that are used to support spoken language and replace other modes of communication. They are often used in signs. In 1974–1979, the American Institute of Graphic Arts and the U.S. Department of Transportation designed in co-operation a library of standard pictograms designed specifically for airports and major international events. These pictograms can be applied in events of all sizes for free. They can be found at: www.aiga.org/resources/symbol-signs

When planning the signs, you should carefully consider their location in the venue and that they are installed into other structures than trees or vegetation, whenever possible. If you need to put up signs into trees or vegetation, you must contact the City of Lahti Nature Conservation Commissioner ymparisto@lahti.fi

Signs should be placed in high locations to make them visible from afar in large crowds.

If possible, different types of displays should be used as signs. Displays are typically used in indoor events, but, in some cases, they can also be used outdoors. Various types of mobile displays carried on a trailer can be rented for outdoor events in the Lahti region:

www.vuokraanaytto.fi

The material of the signs depends on whether the event is arranged outdoors or indoors and

whether the event is organised more than once. If the event is arranged indoors, regular paper print-outs usually work well as signs. The service life of paper signs can be prolonged by laminating them and storing them in a box after the event. The material of signs placed outdoors must be more durable and waterproof. The material of the signs should always be checked with the manufacturer and the durability and environmental friendliness should be emphasised in requests for quotes. It is advisable to avoid signs and banners made of PVC plastic.

Even if everything is planned carefully, it is possible to forget a sign from the order, and it must be prepared manually on the morning of the event. If the event is organised more than once, the number of disposable hand-made signs can be reduced by recording the signs that needed to be prepared at the last minute.

Circular Economy of Events

Circular economy is strongly linked to the procurement of materials. Circular economy is a way of reducing the use of natural resources and preventing the generation of waste. In circular economy, materials and other resources are used in a sustainable and efficient manner. Circular economy is also an efficient tool for combating climate change and it makes possible the change to minimise the harmful environmental impact caused by the use of natural resources.

Renting and leasing equipment is also part of circular economy. The event services of the City of Lahti aim to improve the circular economy of events, for example, by loaning various goods used in events. In addition, the aim is to make the waste management of events clearer and easier in the Lahti region.

Learn more about how you can borrow goods for your event from the City of Lahti event services (in Finnish): www.lahti.fi/vapaa-aika/tapahtumajarjestajalle/suunnitteletko-tapahtumaa/lainattavat-tapahtumatavarat/



Energy Sources

Renewable energy sources should be favoured when organising an event. If there is a need to use generators, they should run on biofuels, if possible.

Energy consumption can be reduced by carefully planning the illumination, sound systems and any other electronic devices according to the scale and demands of the event already in the planning phase. It is advisable to study the various energy and environment labels listed on the Finnish Competition and Consumer Authority website in advance (in Finnish): www.kuluttajaliitto.fi/materiaalit/vastuullinen-kuluttaminen-ymparisto-ja-energiamerkit/ You should also enquire after the most energy-efficient solutions from any subcontractors used.

For the purpose of energy production, you can experiment with energy generated from running on a treadmill or riding a stationary bike to charge your phone. Or, if the event is about horses, how about using horse manure as an energy source? Can the kids' playground have equipment that require muscle strength?

Energy Sources in the Premises of the City of Lahti

The district heating of the premises of the City of Lahti use green, almost carbon neutral heating, which means that the heat is produced from renewable biofuels and recycled fuels. Carbon dioxide neutral electricity will, possibly, be introduced already in 2025. Renewable

energy production is used by the City of Lahti, for example, at the Lahti Sports Centre. There are a whopping 468 solar panels on the roof of the sports centre.

Energy Saving Tips for Event Organisers

The most significant forms of energy consumption in events are, typically, heating and cooling the premises, ventilation, illumination and technology.

If the event is arranged indoors, energy can be saved by acknowledging that people generate heat, which means that the premises can be a bit cooler before the attendees arrive. This is largely determined by the estimated number of people visiting the event.

Participants consume energy by arriving at the event. The method of transportation can be a private car, public transport or a bicycle, for example. In order to reduce energy consumption, you can encourage participants to use a bicycle or public transportation.

Events typically have lots of technology and devices that require electricity. It is advisable to survey in advance whether there are any technological solutions or devices that do not need to be on all the time. Illumination is a major factor that can be easily affected, especially indoors. You should encourage the staff of the event to turn off the lights if they do not need to be on.

Checklist:



I have included environmentally friendly alternatives in the catering of the event and I have tried to consider the different diets of customers.

I have reviewed the signs, banners, decorations and other materials of my event and I aim to utilise them in the event. If I decide to order new materials, I will plan the possibility of re-using them in the next event or for other purposes in advance.

I have attempted to scale the need for energy according to the needs of the event (e.g. regarding audio technology and illumination).

Permits and Notifications

Various laws, regulations and instructions are applied to events. The permits required largely depend on the size, location, time and content of the event. Permits and notifications help to ensure that the event is well organised and safe for the participants and the organiser. The event organiser should consult the authorities when planning the event as the organiser is ALWAYS responsible for the event.

The event organiser is also responsible for ensuring that the subcontractors involved, such as food vendors, have their permits in order. Please note that the practices related to permits and notifications can change, so you should check the current status directly from the authority that grants the permit. Event services will also assist in matters related to permits.

In the case of environmental matters, the officials of the City of Lahti environmental health and health protection services are glad to assist and provide instructions, for example, in matters related to food, alcohol serving, waste management or noise.

Permits, notifications and plans concerning the environment are listed below. Remember to check for any other permits required. An exhaustive list can be found in the City of Lahti guide for event organisers.

Permits and Other Matters Related to the Sales and Serving of Food

Terminology:

- Mobile food premises are food premises

that can be transported from one location to another, such as a sales cart, wagon, tent, container or bicycle.

- Outdoor sales refers to the serving of food, transactions or other forms of handover in outdoor areas, such as public events.
- Outdoor premises are food premises that are not located within a building or an indoor area that is not part of other food premises.

Informing about Mobile Food Premises

Whenever food is sold, served and processed in an event in mobile food premises, of which a notification has been filed, the operator must inform the local food control authority of their operations, at least, 4 business days before the event.

The organiser of a public event must provide the environmental health services with a list of the event's food vendors (sales and serving points, alcohol serving areas and tasting and presentation locations) well before the event.

[More information is available on the City of Lahti website](#)

Notification of Mobile Food Premises

Operators must file a notification of sales equipment used in regular outdoor sales if there is an intention to use equipment, a cart, etc. later in other events. The notification must be filed once to the authority of the municipality where the operations are launched or registered.

Contact the City of Lahti environmental health services www.lahti.fi/en/housing-and-environment/environmental-health/food-monitoring/

Please note! Smaller operators, such as private citizens or amateur clubs, are not required to file a notification about selling or serving food.

Temporary Water Supply Zones for Major Public Events

Potable water used in the event can be acquired from the regional water supply network or it can be delivered to the venue in a clearwater tank or a tanker.

If you retrieve potable water from the network or a tank with your own equipment, for example, by installing your own pipes or water fixtures, you need to file a notification in accordance with section 13 of the Health Protection Act. As a general rule, the notification is filed by the event organiser, but, depending on the nature of the event, the notification can also be filed by the operator arranging water supply in practice.

The notification must include the information required to assess the health hazards related to the operations. In accordance with the Health Protection Act, the notification must be filed to the municipal health protection authority, at least, 30 days before the start of the operations.

More information about potable water is available on the [City of Lahti website](#)

[Environmental health forms on the City of Lahti website](#)

Toilet Arrangements of the Event

The event organiser is responsible for submitting a notification about the toilet arrangements of the event and how the number of sanitary spaces corresponds to the number of visitors. The presented numbers of toilets are indicative for events with no more than 500 participants. If there are more than 500 participants in the event, the event organiser must comply with the minimum requirements for the number of toilets.

[Form for informing the toilet arrangements of the event](#)

Smoking

In outdoor events, smoking is prohibited in shelters, stands and other places designed for spectating a performance where the participants spend a lot of time still, for example, at the front of a stage. Smoking indoors is prohibited, except for spaces specifically designated for smoking. The prohibition also applies to electronic cigarettes and hookahs.

A designated smoking area may be set up in the event area if the smoke does not travel to a smoking prohibition area or indoors. The event organiser must indicate the smoking prohibition and smoking areas and supervise that the smoking prohibition is followed, for example, by instructing the security to observe the situation.

The tobacco sales permit is processed by the City of Lahti environmental services, but the notification must be filed on the website of the National Supervisory Authority for Welfare and Health. The retail of tobacco products may not

be started before the sales permit has been issued. The permit is vendor- and sales point-specific. The processing period of a permit is about a month.

[Sales permit application at the National Supervisory Authority for Welfare and Health website](#)

[Form for informing the smoking arrangements](#) (in Finnish)

Serving of Alcoholic Beverages

Licensed premises are food premises and are under the supervision of the food control authority. The serving of alcoholic beverages always requires a permit that needs to be applied for from the Regional State Administrative Agency. Serving may also take place by filing a notification if the area has already been approved as licensed premises by the owner or holder of the premises. The owner/holder of the premises must acquire a permit for the already approved licensed premises.

If alcoholic beverages are served in the event, this must also be indicated on the environmental health notification as it affects the number and location of toilets required as well as the water supply and serving points and smoking areas.

[Serving of alcoholic beverages in the Suomi.fi service](#)

Noise and Noise Protection

According to section 118 of the Environmental Protection Act (527/2014), operators shall notify the municipal environmental protection

authority in writing of measures or events causing temporary noise or vibration, such as construction work or public events, if there is reason to expect that such noise or vibration will be especially disturbing. Such events include, for example, large events that cause an exceptional amount of noise, a motor racing event or the use of amplifiers between 10 p.m. and 7 a.m.

A notification about noise must be filed at least 30 days before the start of the operations that cause noise. The operator causing the noise is obligated to file a notification. The process may require an inspection of the area, consultation of nearby residents and a detailed investigation of the noise. The notification is subject to a fee.

Noise Protection

Nearby residents and other sensitive sites, such as care facilities and schools and churches, must be notified of all types of events that cause noise or other disturbance in advance. The prolonged use of audio equipment close to especially sensitive sites is forbidden.

Efforts to prevent noise from spreading outside the venue must be made, for example, by using fixed structures or the terrain. In addition, the volume must be kept at a reasonable level and the speakers must be directed so that noise is not carried away unnecessarily. Remember that water carries sound very well and that hard surfaces reflect it. Ensure that the staff and visitors have hearing protectors available.

[More information on the City of Lahti website](#)

Communications

Communicating about environmental matters is strongly encouraged! Tell the visitors in advance and at the event about what types of environmentally friendly choices have been made and how everyone participating in the event can contribute.

You should prepare a communications plan to define the time, place and content of communications. It is also necessary to look after internal communications to ensure that environmental matters are grasped by everyone within the organisation as well as any possible partners or subcontractors.

It is a good idea to hold a joint meeting to agree on common ground rules and goals concerning environmental matters. In the meeting, discuss different perspectives and methods so that everyone feels comfortable committing to the common goals.

Environmental Friendliness as a Brand

Consideration for environmental matters and sustainability are part of modern event organisation, and they also contribute to the event's image. Image has become a key factor for successful events. A positive image not only enhances the event's attractiveness, but also the general awareness of and interest towards the event.

It is highly important that the conveyed image of the event is in line with the reality.

Sustainability must be built-in and transparent. Consumers and partners are increasingly skilled at detecting greenwashing.

The methods applied by a marketed event must be genuinely sustainable, and their sustainability must be easily observable and, if necessary, verifiable. "Sustainable event" is a wide concept, which involves the risk that the visitor has a different idea of sustainability than the organiser. It is vital to provide concrete examples of how sustainability is realised in the event. The environmentally friendly practices and choices of the event should be as easy to carry out as possible.

Accessible Communications

Accessibility is a concept often used in connection with other environments than the physical environment. For example, services, communications and websites must be planned so that they are available to everyone. Accessibility also involves an atmosphere and attitudes that take human diversity into account.

When planning your communications, you can ensure that the website can be read with a screen reader and that the videos have the option of enabling subtitles. Read more about accessibility on the Finnish Association of People with Physical Disabilities website: www.invalidiliitto.fi/en/finnish-association-people-physical-disabilities



Environmental Certificates for Events

Environmental certificates and systems are management tools that aim to reduce harmful environmental impact through concrete actions.

EcoCompass

EcoCompass is a practical and non-industry-specific environmental management system that is set up according to the organisation's own needs with the help of an expert. EcoCompass is strongly linked to practical matters.

There are 10 different criteria based on the international ISO 14001 standard in the EcoCompass environmental management system. EcoCompass is one of the most common environmental certificates used by events.

More information about EcoCompass: ekokompassi.fi/briefly-in-english/

ISO 14001

ISO 14001 is an international environmental management standard that focuses on the development of operating models and processes. Operators must, themselves, develop a system that complies with the ISO 14001 criteria.

A major difference between EcoCompass and the ISO 14001 standard is that ISO 14001 requires regular management reviews, internal reporting and commitment to the programme on behalf of the management. On the other hand, EcoCompass only requires an approval from the management.

Additional information about the ISO 14001 standard in the he [Finnish Standards Association page](#)

Checklist:



I have studied the permits and processes concerning my event.

I have started to collect information about my event in order to acquire permits and start other processes.

I have contacted the authorities if I have had any questions.

I have communicated about the environmentally friendly actions and choices regarding the event.

I have studied, at least, one environmental certificate.



Lahti