

Event Planning Factsheet

This guide is for event organisers who are planning an outdoor event at a City of Gold Coast (City) site. It highlights important factors to consider before, during and after an event, including waste management and adequate provision of toilet facilities. Reading this guide will help to ensure your event is a success.

How do I apply to deliver or host an event?

1. Visit the Events page on our website cityofgoldcoast.com.au/events
2. Click on [Host an event on the Gold Coast](#) (under Event resources).
3. Complete the online event application form.
4. Your application will be assessed by our team of event specialists.
5. You will receive a letter from our City Events Unit approving or declining your application (processing times will vary from two weeks for a smaller event to significantly longer for larger events).
6. If your application is approved, our team of event specialists will assist you to ensure the smooth running of your event.

Please note the following conditions apply to all events:

'The area is to be left in a tidy condition with all waste collected and placed into provided receptacles. Any overflow or in the case where bins are not provided, all waste is to be removed from the site by the applicant. The park shall be kept in a clean and tidy condition free from both waste and refuse at all times during the event and immediately after completion of the event.'

Waste management

Events put extra demand on our public waste and recycling bins. As the event organiser it is your responsibility to organise additional bins for the storage and collection of solid waste and recyclables. Bins should be easily identifiable and accessible by patrons, food vendors and waste collectors.

Waste, especially broken glass, is unhygienic and can cause serious injuries. It may even be used as a weapon or missile. We encourage the following as part of your waste management plan:

- no glass policy
- collect and dispose of waste regularly throughout the event
- containers provided specifically for the disposal of glass, sharp objects, and separate syringe disposal unit/s
- relocation of bins from low use to high demand areas
- covered bins to contain waste (preventing wind-blown waste from entering stormwater drains) and preventing scavenging by birds
- use of gauze/mesh where there is a chance of waste gaining access to drains.

After an event

As the event organiser you must ensure:

- site clean-up and waste removal (waste is disposed of into appropriate bins)
- waste containers are placed in agreed locations for collection (waste bins and recycle bins should be grouped separately to allow access by contractors)
- lids are closed on any bulk bins.

Where should bins be placed?

We recommend you place your bins:

- where items are likely to be thrown away (not where they are purchased), including entrances and exits, eating areas, near toilets, walkways and car parks
- so they're accessible for people in wheelchairs and small children
- where they can be effectively emptied and serviced, especially in peak periods
- where patrons gather for activities, displays and rides (away from services and building structures such as fire exits, walls and congested pedestrian areas).

How do I manage waste during events?

All waste generated at your event must be collected and disposed of to ensure the site is left in a clean, tidy and in a hygienic condition. We recommend that you:

- clearly label recycling and waste bins
- arrange public announcements on waste and recycling facilities
- empty waste bins at regular intervals into bulk bins or skips
- engage trained personnel for site waste and bin management
- monitor waste and recycling bins for minimal or high use, and provide additional bins if necessary
- advise stallholders of waste management requirements
- station volunteers by bin areas to assist the public as this can improve recycling.

How can I encourage recycling and reduce waste to landfill?

Implementing recycling as part of a waste management plan at your event can lead to cost savings through reduced packaging, as well as environmental benefits.

Most of us recycle at home, and will gladly recycle at events if the option is available. We recommend:

- using recyclable packaging for take away food products
- placing rubbish and recycling bins next to each other
- using easily identifiable signs for rubbish and recycling bins
- providing free water hydration stations and encouraging attendees and suppliers to bring their own re-usable water bottles
- providing a list to suppliers highlighting restricted items such as polystyrene (which is toxic and cannot be recycled on the Gold Coast), light weight plastic bags, drinking straws and balloons (to avoid potential waste ending up in our waterways).

Encourage caterers and food vendors to recycle and reduce packaging by:

- re-using items such as non-disposable cutlery and crockery
- using recyclable packaging such as cardboard boxes (polystyrene and waxed cardboard are not recyclable).
- combining recyclables, such as bottles, cans, cartons and paper/cardboard (cardboard boxes should be flattened)
- informing staff about the importance of minimising waste, including packaging of food and quantities of serviettes
- providing food and drinks in recyclable containers, such as non-plasticised paper plates and cups, cans and plastic bottles.

Waste and recyclable materials from stalls should be separated and contained 'back of house' and not placed in bins at recycling stations.

Arranging toilet facilities

As the event organiser you may need to supply additional toilet facilities for attendees. Depending on the type of event, toilet facilities should be:

- separate from food service preparation and storage areas
- cleaned and maintained for the duration of the event
- well-lit and clearly identified
- situated and screened to ensure privacy
- provided with hand washing basins
- provided with toilet paper
- serviced (including pump-out of portables) on a 24-hour basis during the event (vehicular access required)
- accessible for wheelchairs and with baby change facilities.

How do I know how many toilets and bins I need at my event?

When determining the number of toilet facilities required, consider the following:

- existing facilities
- type of event
- duration of event
- crowd type and activities
- number of patrons expected
- food and drink consumption.

To calculate the number of toilets and bins you require, use the table below as a guide.

Patrons	With food and drink			Without food and drink	
	Toilets	Bins	Skips	Toilets	Bins
<1000	4	8	1	2	4
<3000	5	16	2	3	8
<5000	7	24	3	5	12
<10,000	10	32	3	7	16
<15,000	12	40	4	10	20
<20,000	15	50	4	12	25
<30,000	20	60	5	15	30

Note: At least one unisex accessible toilet should be provided at each group of toilet facilities (refer to the [Building Code of Australia](#) for more information). The Building Code of Australia indicates that one urinal space = 0.6m.

Maintaining toilet facilities

To maintain facilities in a sanitary condition, they must be cleaned at least daily, (more frequently when necessary), to prevent offensive conditions and infestation by insects or pests.

Ensure there is a cleaning schedule for toilet facilities and hand basins, to monitor equipment and replacement/refills of soap and toilet paper.

Maintenance and cleaning schedules for toilets and hand-basins must ensure:

- an adequate supply of toilet paper and soap
- cleaning of toilets to a suitable timetable
- availability of a plumber or appropriate maintenance person to repair or remove blockages
- adequate cleaning supplies for cleaning staff.

Are animals permitted at events?

Animals are permitted at some locations; please ask us for more information. Appropriate equipment and sealed bags/containers must be provided for the collection of animal droppings at events. Animal droppings must not be disposed of in garden beds, and a bond may be required.

Further information

For more information about your event booking or to discuss waste management or toilet facilities contact our City Events Team:

P: 07 5581 7539

E: events@goldcoast.qld.gov.au