

Appendix 2 Contractual agreement - venue

Template for contractual agreement for the venue

The authority who is responsible for the venue's operations must fill this appendix.

Event: _____

Venue: _____

Date of event (start-end): _____

If the service is certified Nordic Swan Ecolabel, state licence number: _____

Venue-related requirements (see criteria document for complete requirements)

Req.	Description	Additional documentation that must be sent in for approval, together with this appendix	Req. fulfilled	
			YES	NO
O5	Energy supply	Description of connection to the power grid, for example by venue or electricity supplier. Alternative A justification why electricity supply is not possible and documentation showing the use of batteries or biofuel as an alternative energy supply or backup power.		
O6	Energy devices and equipment	Routines complying with the requirement.		
O8	Measures for reduction of energy use and carbon emissions	Description and documentation of the measures implemented Alternatively If the venue is certified with Nordic Swan Ecolabel, the requirement is met.		
O13	Biodiversity	Description on how outdoor event limit littering, how to protect biodiversity, and removing littering. Copy for the plan for biodiversity protection and impact migration with descriptions outlined in the requirement.		
O22	Waste reduction and sorting for guests	Description of how the event is planned to minimize waste generation, and the available sorting fractions. If less than four waste fractions are sufficient, this must be documented. Description or pictures of the waste sorting bins and their placement.		
O23	Waste sorting for staff, suppliers, and cleaning services	Copy of the analysis of the generated waste fractions. Description of how the staff, suppliers and cleaning services are informed about waste sorting options available. Description or pictures of the waste sorting bins and their placement.		
O24	Serving in conferences and restaurants	Confirmation that reusable tableware is used for food service in restaurants with seating. Confirmation that permitted small single portion items are not used.		
O26	Decorations, giveaways and confetti	Verification from the venue that the requirement is met:		
O28	Purchase of printed paper-based matter and tissue paper	Declaration on which ecolabelled printing company is being used or documentation of purchased printed matter, showing that the purchases are ecolabelled. Declaration on which tissue paper is being used, or documentation of purchased tissue paper, showing that the purchases are ecolabelled. Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		

O29	Measures for resource efficiency	Documentation related to selected theme, showing the requirements are fulfilled.		
O30	Ecolabelled cleaning products	Event organizer and venue and cleaning services: Overview of all the cleaning products used at the event. Name, supplier/manufacturer, function and ecolabel. Confirmation that user information and safety data sheets (in line with Annex II to REACH, Regulation (EC) 1907/2006) are available for the relevant users. Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		
O31	Prohibited products	Verification from the venue that the requirement is met: Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		
O32	Water, toilets, and hygiene stations	Verification from the venue that the requirement is met: Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		

Further information:

I hereby confirm that the requirements listed above are met.

Place and date	Venue:
Responsible person	Signature of responsible person
Telephone	Email