

One-page Event Policy (Venue + Caterer)

Zero Waste Event Kit – Pune

Goal: Run the event with **no disposables**. Design choices should prevent waste at source (not manage it later).

Non-negotiables (must follow)

- No bottled water. Provide water refill stations.
- No single-use cups/plates/spoons/forks (including paper, plastic, thermocol).
- No tissues / paper napkins. Use cloth napkins (washable).
- No flex banners or single-use décor materials.
- No disposable packaging for food service.

Food & Beverage Service

- Serve all meals/snacks in steel or reusable serveware.
- Provide a **return counter** for used plates/cups/spoons.
- Avoid sachets (ketchup, sugar, tea). Use dispensers where possible.
- Avoid cling film, disposable liners, and plastic wraps.

Water Setup

- Set up refill points at high-traffic locations (registration + dining).
- Use dispensers/earthen matkas/RO refill cans as appropriate.
- Support steel glasses/cups only (no disposable cups).

Operations & Clean-up

- Assign staff for the return counter and quick washing/rotation if needed.
- Keep reusable items consolidated and tracked.
- If any waste is generated, ensure it is kept separate and removed responsibly.

Confirmation required: Please confirm compliance with this policy before the event date.

Contact (Event Coordinator): _____