



The Old Town Hall Environmental Initiative: Advice for visiting companies and artists

The Old Town Hall is committed to reducing our environmental impact and aims to become more sustainable in our everyday activities. As part of our environmental initiative, we have created this advice sheet for visiting companies and artists to suggest a few ways you can reduce your own environmental impact whilst touring. We hope that you will support us.

Your visit to The Old Town Hall

- Please separate your waste into general and mixed recycling (clean). You can find recycling bins in the green room, and throughout the building.
- Go SUP free! We have ditched all Single Use Plastics from our bar service and would really appreciate your support. Bring your own re-usable travel mugs/ water bottles, or use the mugs provided and refill with tea/ coffee/ water on site.
- Make the most of daylight! Please only switch on lights when needed.
- Please remember to switch off lights and electrical appliances that won't be in use for a while.

Admin/ Props/ Materials

REDUCE, REUSE & RECYCLE!

- Reduce printing costs and paper usage by only printing as many scripts as are needed. You could even go paperless - check out some of the apps available for digital script annotating.
- If printing is needed, try printing double sided and with a low intensity ink setting.
- Make use of free sites such as Freecycle, Gumtree and Preloved to search for second hand items that could be used in sets. (<https://www.freecycle.org/>; <https://www.gumtree.com/>; <https://www.preloved.co.uk/>)
- Explore and support local charity shops for items you can reuse in your production, such as books and crockery.
- Save items from landfill – creativity shouldn't be wasted! Set Exchange is a brilliant site where unwanted set items can be listed for free and then reused by other artists. Give them a go when designing your sets, or offer your unwanted items to a new home where they can be used in another fantastic production. (<https://www.set-exchange.com/index.php>)

- Check out our local arts material scrap store in Watford – the Watford Recycling Arts Project. WRAP is a registered charity that specialises in recycling ethically sourced commercial waste (such as textiles, paper etc.) for creative purposes. Alternatively, search online using ‘scrapstore’ to find a project near you - you may find exactly what you’ve been looking for to inspire costume/ prop/ set designs.
(<http://watfordscrap.wixsite.com/wrap>)
- The Forest Recycling Project in London prevents usable paint and timber from going to waste, try sourcing reclaimed scaffolding boards and paints for your sets here!
(<http://www.frponline.org.uk/>)
- Donate or list any unwanted costumes, props or sets to charity/ Freecycle/ Set Exchange so that others may reuse and upcycle them.
- Try donating any unwanted clothing and shoes to textile collection bins found in most supermarket car parks. You can save these items from going to landfill, and leave your donations at a time convenient to you!
- Aim to source materials responsibly. Often there are more sustainable alternatives available, for example 100% recycled paper for printing, or FSC approved timber for building sets.

Thank you for taking the time to read this, we hope that this has given you a few ideas!

Please spread the word! Take these simple ideas with you throughout your tour, no actions are too small to help make a difference.

Get in touch; we’d love to hear what you think! We are always keen to improve our environmental initiative, and welcome any suggestions you may have.

“Simple measures at a local level can help provide solutions to a global challenge”

Darren Henley, OBE

Chief Executive, Arts Council England