

## Belgrade Theatre Environment Policy *Striving to be Green*



Making Theatre is a collaborative effort and at the Belgrade we know from experience that everyone's contribution, great and small, is important and affects the end result. The staff are united in furthering the theatre's mission to produce and present quality theatre and arts experiences for the city and region and will endeavour to do this while achieving a comfortable and pleasant environment, managing CO2 and making optimum use of energy.

The Belgrade has formed its own in-house Green Team, which includes a representative from each department. The team meets at least twice a year to review progress and discuss new targets for the following year. The team's current enquiries are looking into the costing of a suitable renewable energy system, company 'green car' options and the development of tickets, flyers and news via email.

The Belgrade is committed to continued efforts to **re-use, repair, rethink, reduce, refuse, recycle** and will comply fully with environmental legislation.

A summary of the Belgrade's achievements to date can be seen below:

### **Business Development**

- Facility on site for recycling cartridges and mobile 'phones
- A £5.00 reduction in membership is offered to our Belgrade 'Friends' membership to encourage newsletters and communication by email rather than post
- A pen made from fully recycled material has been sourced and is used for Belgrade Events

### **Catering**

- Beer suppliers have been changed to a carbon neutral local delivery firm
- Coffee is supplied by Rain Forest Trust
- Continuing to source local good quality produce
- A fat trap is used in the kitchen areas to protect the drains

### **Community & Education**

- A solar battery charger has been purchased and is available for use by other departments
- All sets/scenery & costume re-used and re-vamped where possible

### **Operations**

- Paper recycling procedure is in place
- Green cleaning products are now in use
- The use of external lights is managed and only switched on when there is a show
- A scheduled procedure is in place for "summer lighting" between May – September when natural light is sufficient
- All stock placed in one freezer to save energy during maintenance period
- A plastic recycling collection has been set up and internal bins provided in foyers and offices
- Continuing endeavours to source environmentally friendly pantomime merchandise and maintain the policy of recycled paper goodie bags containing environmentally responsible products, fruit etc
- An employee cycle to work scheme has been set up and bicycle rack and locks made available
- Wind Up torches have been purchased and are in use by the front of house team
- Paper towels are no longer used in public toilets as hand dryers are more environmentally friendly

### **Production**

- A policy is in place to re-use sets and costumes and to alter and repair rather than renew

- The option of purchasing reconditioned equipment where possible is always considered
- The use of stage lights and equipment is managed – they are never on when not in use
- A new energy efficient boiler has been installed as part of Capital Development Project (September 2007)
- Air cooling is controlled by thermostat or timer
- Sensor lighting is fitted in all suitable areas in the building
- Timers have been fitted to cooler and drinks machines
- A Building Management System has been installed which controls and monitors the services in the building and identifies opportunities to reduce consumption
- A year Programme has commenced to replace all lighting to low energy (1,500-1,600 bulbs have been replaced so far)

### **Administration & Accounts**

- All stationery is ordered online and paper and envelopes are 100% recycled
- Stationery items, i.e. box files, folders and lever-arch files are re-used where possible
- The use of e-statements and invoices is developing
- A programme is in place to replace all computers with energy efficient models and equipment that can be switched off rather than left on standby
- All old IT equipment is re-cycled through an environmentally responsible IT recycling company

### **Communications**

- Promotional gifts from suppliers are refused/discouraged
- Use of plastic envelopes in mailing has been eliminated
- Communications and front of house discuss programme sales targets ahead of each season in order to reduce print runs
- Successfully developing e-mail and e-news marketing
- The department has successfully reduced print quantities received from visiting companies over and above the amount requested

### **General/building wide initiatives**

- All A4 paper printed on both sides where possible
- All ink cartridges are recycled or refilled
- Print off fewer documents for meetings and promote sharing
- Emailing lists and texting is replacing paper and reducing postage
- All computers, printers, monitors are switched off and not left on standby
- Travelling by train is encouraged for necessary business trips in the UK
- Heating and air cooling reduced by 1 degree
- Office windows have anti-reflection film fitted to improve insulation and reduce glare
- Switching installed that allows 'middle option' (half lights on in a corridor rather than all or none)
- A programme to lag and fit office radiators with thermostats has been completed
- LED Lights used in desk lamps
- All light switches in offices are split to allow light to be used above working desks only
- 'An Inconvenient Truth' is available for staff viewing on request
- A cycle to work scheme is in place, with a bike rack and locks provided for staff. A shower is also available for staff use.
- Plastic and paper recycling is in place in all offices, front of house and in backstage areas.

The Carbon Trust Report commissioned in Summer 2009 has confirmed that the theatre is in a good position with a strong maintenance and building management capability and notes that the lighting and control of heating/cooling has already been dramatically improved. A copy of this report can be requested from the theatre, please call 024 7684 6715 for more information.

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