

Provision of Toilets at Public Events

This fact sheet provides advice on the provision of toilet facilities at public events.

Event Organiser Responsibilities

- Where existing toilet facilities are inadequate for an event, additional portable units must be made available.
- Toilet locations should be:
 - well marked
 - well lit (including surrounding area) if night usage is expected
 - serviced (including pump-out of portables) on a 24-hour basis during the event (vehicle access is obviously necessary)
 - located away from food storage and food service areas.
- Other considerations in the provision of toilets are:
 - provision for the safe disposal of needles, syringes and other sharps away from the reach of children
 - if appropriate, provision of condoms at some events.

In determining the number of toilets to be provided for particular events, the following criteria should be considered:

- the duration of the event
- the type of crowd
- whether or not the event is pre-ticketed (and crowd numbers known)
- staggering finishing times where there are multiple functions
- the weather
- whether or not alcohol will be consumed.

The tables below provide guidance on the provision of toilet facilities at events.

Toilet facilities for events where alcohol is not available					
Patrons	Males			Females	
	WC [†]	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

†Please note: WC means water closet – a toilet or a room containing a toilet.

Toilet facilities for events where alcohol is available					
Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The figures in the previous two tables may be reduced as follows for events of shorter duration:

Duration of event	Quantity required*
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

*expressed as a percentage of the toilets recommended in the previous two tables

Toilets for the Disabled

At least one unisex toilet for the disabled is required for events with up to 2000 patrons. Beyond 2000 patrons, additional toilet facilities may be required.

Toilets for Food Vendors

Separate toilet and hand washing facilities must be made available for food handlers. Food handlers must be provided with soap and warm, running water for hand washing. Hygienic hand drying facilities must also be available.

General Considerations

In an outdoor setting, provision of additional toilets through the hiring of temporary portable toilets is the responsibility of the event organiser.

The maintenance and cleaning schedule for toilets and hand-basins should ensure:

- an adequate supply of toilet paper and soap
- maintenance of hand-drying facilities (e.g. re-stock paper towels, ensure hand-dryers functional)
- cleaning of toilets to a suitable timetable

- provision for disposal and removal of sanitary napkins
- availability of plumber or appropriate maintenance person to repair or remove blockages
- organisers should ensure that adequate cleaning supplies are available for cleaning staff.

Event organisers must ensure that the toilet facilities remain in a hygienic condition at all times during the event.

Acknowledgement

The information in this document has been adopted from the [Safe and Healthy Crowded Places Handbook](#) and its [Guideline 1: Crowded places checklists](#), Institute for Disaster Resilience (AIDR) 2018.

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