

**TOILET FACILITIES (GUIDANCE ONLY)**

**APPENDIX F**

**EXAMPLES ONLY**

It is essential that consideration is given to ensure that there are sufficient toilet facilities at your event for the number of expected attendees and that you have catered for people with disabilities.

There is no Australian Standard for the number of toilets required for an event. This table is to be used as a guide only. The number should be assessed by the events co-ordinator(s) based on duration of the event, crowd peaks (e.g. based on the program) and whether alcohol is to be provided.

**Please note - There will be a sufficient number of accessible toilet options if the event is to be held on Campus.**

Directions should be clearly marked/identified to direct people to the various locations and options available.

Patrons	Females		Males		
	Toilets	Hand basins	Toilets	Urinals (for)	Hand basins
Less than 100	6	2	2	4	2
Less than 250	12	4	4	8	4
Less than 500	24	8	8	16	8
Less than 1,000	48	16	16	32	16

**At least 2 toilet options for people with disabilities per 100 people.**

If there are not enough permanent toilet facilities at the site (e.g. off campus) you may need to arrange for portable toilets.

Ensure that arrangements for cleaning, provision of toilet paper and emptying during the course of the event is discussed prior to the event.

Consideration should also be given to:

- Identifying appropriate facilities and sanitary bins for baby change rooms. (This will depend on the nature of the event.)
- Sharps disposal facilities (e.g. for diabetics)
- Sanitary bins for female toilets.