

Your guide to organising a street party or fete





What sort of events does this apply to?

This is about the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

Street parties and fetes:	Larger public events:
For residents/neighbours only	Anyone can attend
Publicity only to residents	External publicity (such as in newspapers)
No licences normally necessary, please check with licensing	Licence and public liability insurance needed
No formal risk assessment needed	Risk assessment required
Self-organised	Professional/skilled organisers

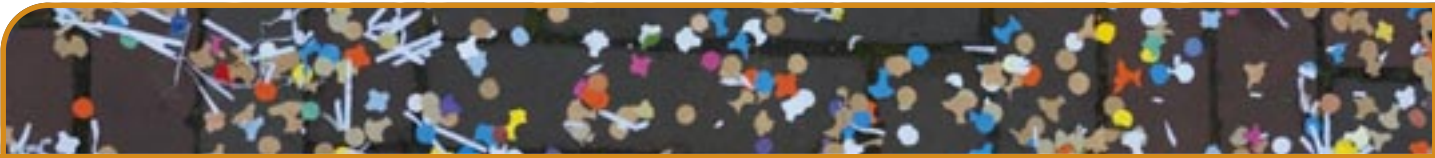
Organising small, private street parties and fetes is very simple, and generally does not include activities that need a licence. If you want to have a pay bar, or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice, which costs approximately £21. Please contact the commercial officer for further information and advice.

Similarly, larger public events attracting more people will require a different process and a much longer lead in time (between 6-12 months depending on the size of the event). If you would like to hold a larger public event, please contact the commercial officer at Slough Borough Council for further information and advice.

If you would like to hold a street party or fete, please use the form below to let us know about your plans.

In order for Slough Borough Council to fulfil legislation obligations, we would need to have these forms back at least 30 days before your event.





Celebrating your community

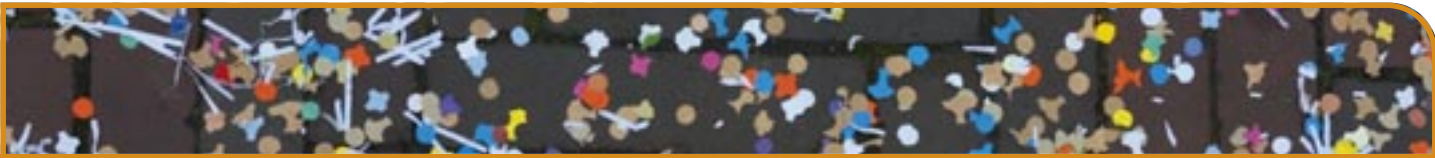
**Application form for a street party or a small community event
Road closure for residential or neighbourhood street parties**

Name of person:	
Organisation (if applicable):	
Contact address (incl. postcode):	
Telephone number (daytime):	
Telephone number (evening):	
Email address:	
Name of road(s) to be closed:	
Date and time of road closure:	

If you plan to close only a section of the road(s), where will the closure begin and end?

From:	
To:	

Please note: not all streets in Slough are suitable for a street party. On receipt of the initial proposal form, we can do a quick check and advise accordingly. Slough Borough Council reserves the right to decline any street parties.



Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close.

Are any of the roads to be closed used by through traffic?

YES NO

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?

YES NO

Authority will seek bus operators approval.

Will access for emergency vehicles (if required) be readily available at all times?

YES NO

Have more than 50% of residents agreed to this neighbourhood/community event?

YES NO

In the interest of safety we must insist that roads are accessible for all emergency vehicles. It is recommended that a minimum of 3.7 metres of carriageway space is maintained, anything less and the local fire safety officer should be informed.

Access to properties on the street should always be maintained and the council cannot undertake to clear the street of parked vehicles or obstructions prior to the closure taking effect.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, you can speak to Streets Alive (www.streetparty.org.uk) who will be able to help you with streets signs.

More helpful tips, advice and support for organising a successful event can be found on the Streets Alive website www.streetparty.org.uk and The Big Lunch website www.thebiglunch.com

The council will want to ensure most people are happy with this event. Any objections need to be resolved by the organiser. The council will want to know that all objections have been resolved, and would like to see evidence of that. It is worth remembering that not everyone will be able to participate, so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES NO

Please attach a copy of your consultation invitation/notice and confirm the date it was sent.

Please note any responses from local businesses.

What happens next?

Send your form to:

Events
Slough Borough Council
Observatory House
25 Windsor Road
Slough
SL1 2EL

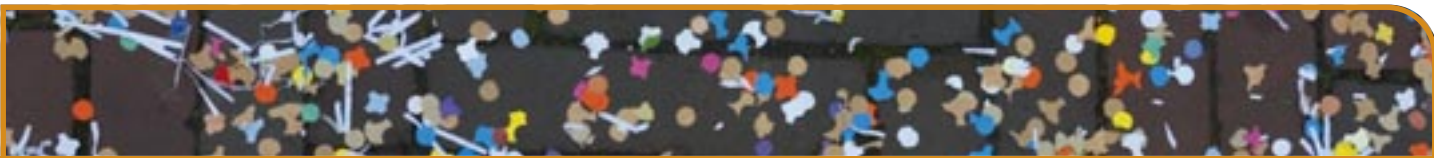
Remember to include the following:

- Application form
- Street party invitation
- Consultation invitation/notice and date sent
- Copy of any responses from local businesses

Slough Borough Council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guidance has made things easier for you. Good luck with your event.





FAQS and checklist

Q. Do we need insurance cover?

A. No, however we would recommend arranging cover for your event. We recommend visiting Streets Alive at www.streetparty.org.uk and The Big Lunch website www.thebiglunch.com for further advice.

Q. Do I need to do a risk assessment?

A. No, we do not need a risk plan for small street parties, but you may wish to think about how you can minimise things going wrong and have a back up plan, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque?

Q. Will we be charged for the road closure?

A. In line with national guidelines, there will be no charge for providing road closures for street parties celebrating any national events.

Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact the Slough Borough Council's Licensing Department.

Q. We're playing music - do we need an entertainment licence?

A. No, if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

Q. Do we need a permit to serve food?

A. No, as a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together!

Q. We're having a tombola/raffle - do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day, and the prizes are not worth more than £500 in total, then it will be exempt from gambling regulations, (however if tickets are sold in advance of the event, you will need a lottery registration, please speak to the licensing department first). Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling. Make sure there are plenty of volunteers to help clean up.

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in large print.

Your guide to organising a street party or fete

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 875194.

यदि आप इस दस्तावेज़ में दी गई जानकारी के अनुवाद कए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिये 01753 875194 पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 875194 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 875194.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 875194 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 875194 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔