Your guide to organising a street party or fete for the Big Lunch 2016 and the Queen’s 90th Birthday (11 June or 12 June 2016)

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;

<table>
<thead>
<tr>
<th>Street parties</th>
<th>Fetes</th>
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<tbody>
<tr>
<td>Under 500 people</td>
<td>Under 500 people</td>
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<tr>
<td>For residents/neighbours only</td>
<td>Anyone can attend</td>
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<tr>
<td>Publicity only to residents</td>
<td>External publicity</td>
</tr>
<tr>
<td>No licences normally necessary if music incidental and no selling is involved</td>
<td>Licence usually needed (Temporary Events Licence)</td>
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<tr>
<td>No formal risk assessment needed</td>
<td>Risk assessment common</td>
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<tr>
<td>Self organised organisers</td>
<td>Professional/skilled organisers</td>
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<tr>
<td><strong>Deadline: 1 month before the street party/fete</strong></td>
<td><strong>Deadline: 1 month before the event</strong></td>
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Organising small, private street parties and fetes is very simple and generally does not include activities that need a licence. However 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 £21 and can be obtained by applying to Reading Borough Council licensing department.

Similarly, larger public events attracting more people will require a difference process, and a much longer lead in time (between 3 - 6 months depending on the size of the event). If you need a Temporary Events Notice or would like to hold a larger public event, please contact the licensing department at Reading 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.

More helpful tips, advice and support for organising a successful event can be found on the Streets Alive website [www.streetparty.org.uk](http://www.streetparty.org.uk) and The Big Lunch website [www.thebiglunch.com](http://www.thebiglunch.com). Do check them out they’re great.
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:
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
If yes, you will need to consult the bus company and attach a copy of their response.

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

Have over 50% of residents agreed to this neighbourhood/community event?
YES/NO
Please provide evidence of this. You may want to use the attached form to gather signatures of support
The Council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help you resolve any objections. 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 Lucy Daniels, Communications Department, Reading Borough Council, Civic Offices, Reading, RG1 2LU by Monday 2 May 2016.

✓ Remember to include the following:

- Application form
- Street party invitation
- Evidence of support from at least 50% of neighbours -this could be the signatures pro-forma.
- Consultation invitation/notice and date sent
- Copy of any responses from local businesses

Reading 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. Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

Q. Do I need to do a risk assessment?
A. 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 etc. Remember that using fireworks or having a bonfire or is very likely to increase insurance cover costs because of the risks involved.

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 parities celebrating the Royal Jubilee. At other times charges apply - this is around £2,000

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 Reading Borough Council’s Licensing Department for a Temporary Events Notice.

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 but do 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.
STREET PARTY AGREEMENT FORM

(Name of Street)..........................................................................................

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<th>Name</th>
<th>House Number</th>
<th>Signature</th>
<th>Comments</th>
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