

CORONATION big lunch



Street Party Guide



Tameside
Metropolitan Borough



Why are we celebrating?

The coronation of His Majesty King Charles III and The Queen Consort is a historic event which will be celebrated not just in the UK but across the Realms, Commonwealth and the rest of the world. The televised coronation will take place on Saturday 6th May continuing the line of succession to the crown, in a ceremony that has continued almost unchanged for over one thousand years in the UK.

The coronation will coincide with a three-day bank holiday between Saturday 6th May and Monday 8th May, giving communities the chance to come together and celebrate. Like the rest of the UK, communities in Tameside have a long history of celebrating national events with street parties – 39 streets in Tameside celebrated The Queen’s Jubilee last summer.

This guide will show you how you can continue that tradition and join millions across the UK in having a Coronation Big Lunch.





10 Steps to Hosting Your Street Party

1 Getting Started

Speak to any neighbours you know and find out if they're interested in taking part in the street party, or if they'd like to help you organise it.

2 Invite your street to a street meet

Invite everyone on the street to a planning meeting; an [invitation template](#) is available for you to use.

The meeting could take place ideally on the street (if it's safe to do so), nearby park, at somebody's house, a village hall, café or pub.

3 The street meet

Once everyone's together, you can agree a time and date for the street party. Try to keep the meeting informal and be open to ideas from everyone.

Now is a great time to establish an organising committee and set up a street WhatsApp chat or Facebook Group.

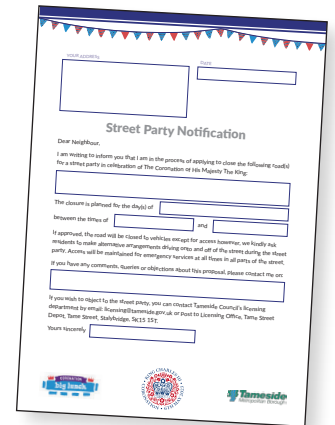
If anyone has any concerns about the street party, listen to them and try to find a compromise which suits everyone.

4 Let everyone know!

Now you have all of the details, let everyone know!

[A letter template is available for you to use here.](#)

If you chose to write your own, you must include how residents can object to the street party by including the following wording:



You can object to the street party by contacting Tameside Council's licensing department by email: licensing@tameside.gov.uk or post to Licensing Office, Tame Street Depot, Tame Street, Stalybridge, SK15 1ST.

We will inform you about any objections and will work with you to overcome any concerns.

You will need to deliver a letter to every property affected by the road closure; a copy of this letter will need to be included with the street party application.





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5 Notify the council

Download the street party notification form from tameside.gov.uk/streetparties or you can request a paper copy by phoning **0161 342 2982**.

Send the completed form, along with a copy of the letter you've sent to all residents affected (see step 4) to us by:

 **Email:** licensing@tameside.gov.uk

 **Post:**
Licensing Office
Tame Street Depot
Tame Street
Stalybridge
SK15 1ST

The deadline to submit your street party notification is **Monday 10th April 2023.**



Once we receive your application, we will let you know within 6 weeks if your street party can go ahead.

6 Get organising

Get everyone together at another street meet and find out what people can bring for example: food, games, tables and chairs so you can work out what activities you can provide – some ideas are included later in this pack.

Make sure you consider everyone on your street for example children, older or disabled residents to make sure they can be involved.

In this meeting you could allocate people in your street roles, for example:

- **event marshals** – to open and close the road and manage traffic
- **a games coordinator** – to organise all of the game activities
- **a cleaning coordinator** – to organise people to help return the street to the condition it was before the event.

7 Remind everyone

Make sure everybody knows about the street party by posting on your community WhatsApp (if you have one) posting a letter or knocking on doors a few days before your event. You can't stop people parking on the street; however you could put a note on the windscreens of cars parked there asking them to make other arrangements for the day.





10 Steps to Hosting Your Street Party

8 On the day

The first step is to close the road; some guidance is included later in this pack. Once it's safe to do so, decorate the street and set up your activities. It won't be long before everyone starts to join in. Don't forget to enjoy the results of your efforts and have fun!

9 After the event

Once the party's finished, tidy everything away and make sure the road is left in the same condition as before the street party. Once the road is clear of people, the marshals can reopen the street.

10 Let us know how it went!

Your feedback is important. It will help us make it easier for people to close their road in the future.

An evaluation template is available for you to download from tameside.gov.uk/streetparties

Please return it to: events@tameside.gov.uk as soon as you can along with some photos of your event.

Templates

Free templates including invitations and a feedback form are available for you to use.

Please visit tameside.gov.uk/streetparties to download them.

Tameside Libraries have printers available for you to use for a small fee. Please check tameside.gov.uk/libraries/openingtimes for opening times.

There are more resources available at:

- **Eden Project Communities: The Big Lunch:**
edenprojectcommunities.com/the-big-lunch
- **The Street Party Site:**
streetparty.org.uk
- **Government Coronation Site:**
coronation.gov.uk/toolkit





Activities

Here are just a few ideas to inspire some activities at your street parties

Make do

To host a successful street party, you don't need to spend lots of money on equipment. Ask your neighbours what they already have or speak to your local school, community centre or local groups to see if you could borrow some of their play equipment.

If you are planning on everyone eating, ask your neighbours to bring their tables from home and set them up on the street. You could also ask people to bring their own cutlery, plates and cups.

With a bit of creativity, there's no need to create waste or spend money.

Games

You could host a street Olympics, with each side of the street competing against the other for glory; or you could set up a few games for people to have a go themselves.

Here are some ideas you could include:

- Kwik cricket
- Wacky races: 3 or 5 legged races, egg and spoon race, space hopper race, obstacle course
- Tug of war
- Swingball
- Football

Get arty!

- **Pavement Chalk:** Coloured chalk is a cheap way to bring some creativity to the event. You could: draw around each other, create a work of art or draw some pavement games such as hopscotch.
- **Build your own:** Collect a box of clean waste materials such as cereal boxes, loo rolls or plastic bottles with some string and tape and let people enjoy creating their own robots.

Other ideas

- **Swap shop:** Ask your neighbours to bring anything they don't want to swap it for something they do!
- **Get people chatting:** You can use our conversation starters and quiz to get you started.
- **Pot Luck:** Everyone brings some food they've made to share. You normally get a lot of variety so they'll be plenty of tasty treats to enjoy!
- **Music:** Do you have some talented neighbours who could perform at the party?





Closing and Opening Roads

Closing your road

Before the day it's a good idea to allocate some street marshals who will be in charge of the road closure. Their role is:

- to close the road
- allow any cars who need to enter/exit the street to do so safely
- reopen the road once it is clear of people, equipment and rubbish

You may want to consider creating a marshal rota so everyone has time to enjoy the party.

On the morning of the event, set up the road closure. Our highways team will contact you prior to the event to let you know if we will be dropping off a road closure sign or you will be able to close your road with easily moveable objects such as wheelie bins.

Guidance for street marshals

During the event, marshals help to keep everyone safe so they can have a great time. It is a good idea for them to wear high visibility jackets, so they are clearly visible throughout the event.

Marshals should not stop drivers from driving onto the street; however, they can advise them to take a different route, so it is important marshals know what these routes are.

If a driver does need to drive onto the street, they should be treated politely and accompanied by a marshal as they drive down the street. The driver should be asked to drive very slowly and the marshal should politely ask anyone in the way of the car to move out of its path to reduce the risk of harm to people on the road.

Opening your road

Once the street is clean, tidy and no one is on the street, it can be reopened. All you need to do is remove any barriers you put in place when you closed the road and remove the Road Closure and any diversion signs.

If you have borrowed these signs from Tameside Council, please ensure they are returned as agreed.





Frequently Asked Questions

Do I need to take out insurance?

While we suggest you take out public liability insurance for the event, to protect you should anything go wrong, we do not require you to take out insurance. Some companies offer specific street party insurance, you can search for this online or speak to your current insurance provider.

How do I manage risk at a street party?

When planning your street party, think about how you could minimise the risks. For example, if you're planning a BBQ, make sure someone is supervising it at all times to prevent anyone burning themselves. We suggest you agree in advance that everyone takes care of themselves and their children.

Will I be able to have a bouncy castle for the event?

Tameside Council will not authorise the use of bouncy castles on Council land for street parties. If you are planning on hiring a bouncy castle for your event to located on private land, we suggest you refer to the Health and Safety Executive's guidance on bouncy castles which you can find at:

[hse.gov.uk/entertainment/bouncy-castles-safety-advice.htm](https://www.hse.gov.uk/entertainment/bouncy-castles-safety-advice.htm)

Will anyone be able to close their roads?

We will look at each application individually; however it is not possible to close some roads for example, A or B roads.

If you are interested in hosting a street party but concerned about the location of your street please email events@tameside.gov.uk or phone 0161 342 2982 to discuss some options.

How do I make sure everyone can join in?

The first step is not to make assumptions about people's abilities. Invite every resident on the street to your street meets and ask them what they would like to do.

If there are any neighbours you're concerned may have additional needs, try to take the time to speak to them directly outside of the street meet. Ask them how they'd like to be included and if they have any special requests. If you have neighbours who don't speak English you could ask if anyone would be able to translate or use a free tool such as Google Translate.

Continued on the next page





Frequently Asked Questions

There are some simple steps you can take to make the event accessible to older residents, for example you could put out some chairs for them to sit down and you should make sure trip hazards are removed from walkways.

For wheelchair users make sure pathways are clear and are wide enough for a wheelchair to move easily through.

What if no one is interested in joining in?

People will normally want to be involved in street parties even if they only get involved on the day. Street parties have been held around the country for hundreds of years and it's very rare for people to not want to be involved.

Someone on my street doesn't want the road to be closed, what can I do?

The first step is to listen to their concerns and see if you can work to reduce them. For example, if they're concerned about noise, you could agree to make sure any music is played from the other end of the street.

Residents are able to object to the street party however, we will look to find a compromise rather than decline the application.

What if it rains?

The British weather can be unpredictable at the best of times! If it rains, be prepared to bring things inside or cover them up until it passes or just put on a coat and get wet! Unless you're very unlucky, bad weather shouldn't stop you from everyone enjoying themselves.

