

TAMESIDE STREET PARTY GUIDE





10 STEPS TO HOST A STREET PARTY

The below is an outline of how you could organise the event. The key thing is to work together with people on your street so everybody can feel a part of it.

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; a template is available for you to use. The meeting could take place ideally on the street (if it's safe to do so), 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 objects to the street party, we can normally work through this. Please contact events@tameside.gov.uk if you need any advice.

4. Let everyone know!

Now you have all of the details, let everyone know! A letter template is available for you to use that you and your team can deliver to every property on your street; you just need to fill in the details of your event. As well as everyone on the street you might want to invite your local councillor, PCSO or housing officer (if you live in a housing association area).

You can find and invite your:

- local PCSO by visiting gmp.police.uk/a/your-area
- local councilor by visiting tameside.moderngov.co.uk

5. Notify the Council

Tameside Council needs to be notified four weeks before the planned date of your street party. The street party notification form can be downloaded from tameside.gov.uk/streetparties or you can request a paper copy by phoning 0161 342 4144.

Send the completed form, along with a copy of the letter that has been sent to all residents effected (see step 4) by either:

Email: licensing@tameside.gov.uk



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or Post to:

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

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 or Facebook (if you have one), posting a letter or knocking on doors a few days before it. 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 of the event.

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 take 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.

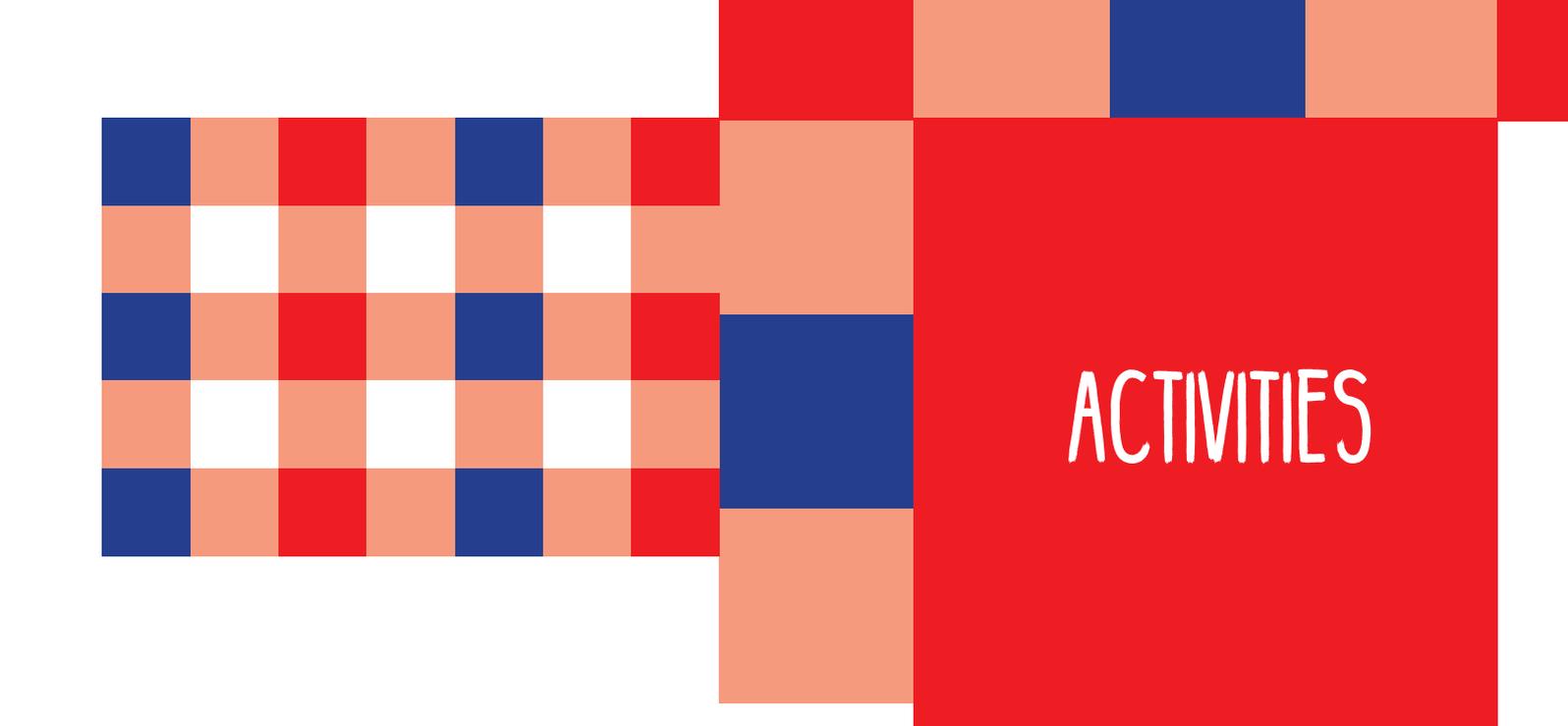
10. Let us know how it went!

Your feedback is really 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. Please return it to: nicola.burrough@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.

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



ACTIVITIES

Here are just a few ideas of what you could do at your street party; you and your neighbours can be creative, using what people already have to create games or activities.

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

If you have older residents on your street, ask them the type of games they would play when they were younger and try to include these games in your street party.

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?

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.

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 by putting out the "Road Closed" signs, making sure they are clearly visible to drivers. You can then block the road with easily moveable objects such as wheelie bins or a long rope.

Depending what has been agreed with the council, you may also need to set up some diversion signs to help drivers find a different route.

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 vehicles from entering the street; however they can advise drivers to take a different route, so it is important marshals know what these routes are.

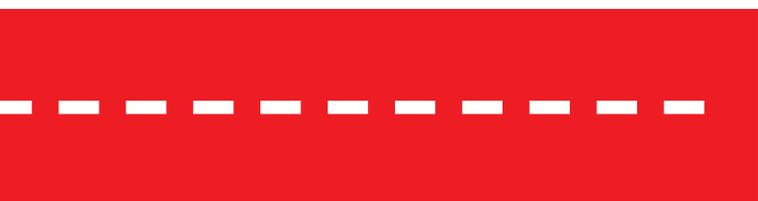
Although it's an inconvenience, people wanting to enter the street should be treated politely and accompanied by a marshal as they drive down the street to reduce the risk of harm to people on the road. The driver should be asked to drive very slowly and the marshal should politely ask anyone in the way of the car to move out of its path.

Opening your road

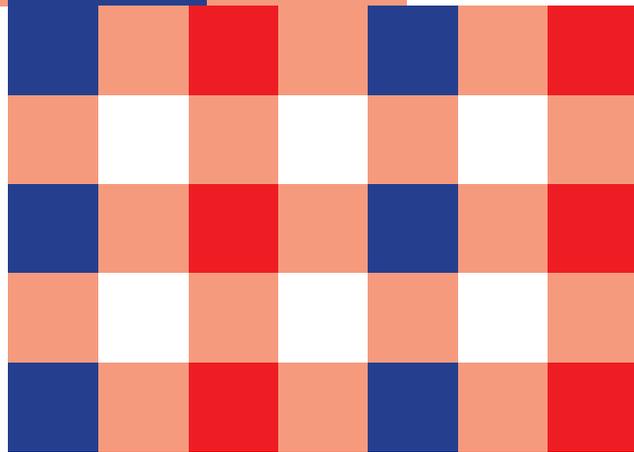
Once the street is clean, tidy and no one is on the street, it can be reopened.

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?

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.

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

Will anyone be able to close their roads?

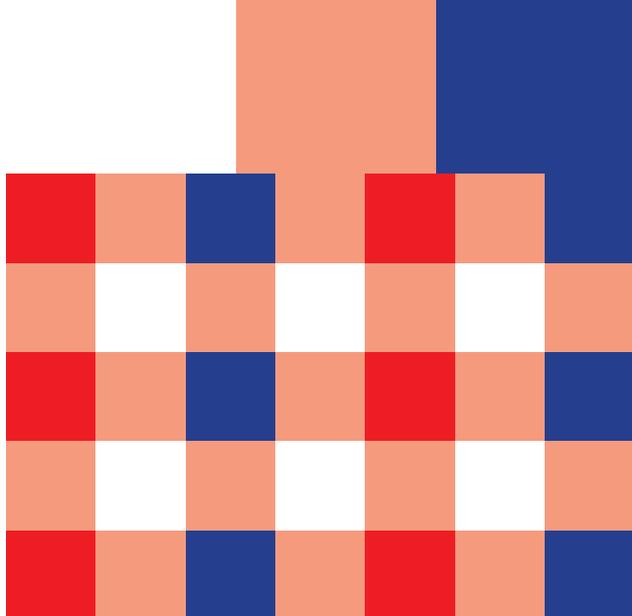
We will look at each application individually; however it is not possible to close some roads for example, A or B roads. If you are interested in hosting a street party but concerned about the location of your street please email events@tameside.gov.uk or phone **0161 342 4144** to discuss some options.

How do I make sure everyone can join in?

The first step is not to make assumptions about people's abilities. Invite all residents 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.

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.



FREQUENTLY ASKED QUESTIONS

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.

Please contact events@tameside.gov.uk if you'd like any further advice.

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.

