

RIGHT UP YOUR STREET HOW TO HAVE THE BEST IN THE WORLD EVER STREET PARTY

A street party can be a really fun and memorable day. After their first party, residents from Steade Road said:

“It was definitely well worth all the time and work that everyone had put in. We couldn’t help but start talking about the ideas that people had for the next one.....”

So if you’re already thinking about sitting in the sun, eating tasty food and winning the tug of war, this is a set of tips and practical information to help make putting on your own party as enjoyable and stress-free as possible.

A step by step guide

3 months before:

- Check with the City Council that your road can be closed. If it's not a bus route, it's likely to be fine.
- Get a small group of interested people together to share ideas, then do a letter or a leaflet for everyone on the street to find out what they think.
- Decide roughly how much money you need and how you are going to get it. Many things can be covered for free, for example neighbours can bring food and lend equipment. Insurance costs about £80. Sharrow Community Forum has three grants of up to £250

available. Sheffield City Council small grants have given money for street parties in the past.

- Get insurance (try www.events-insurance.co.uk)
- Apply to Highway Coordination for the road closure. Details are in the “useful information” section at the end of these notes. There is a discretionary £10 charge. If your event is about bringing your neighbours together to help make a better local community, you may find the charge can be dropped.

2 months before:

- Keep meeting to plan. Ideas include:
 - Having food at a fixed time
 - Bringing out sofas for a front room outside
 - Running games like three legged races and tug o'war
 - Running arts and crafts activities
 - Group photos
 - Chalking a world map on the street and getting everyone to mark where their family originally came from
- To borrow signs, contact street force on 273 4567. You can also hire signs from most tool hire companies, about £2 per sign per week (ex VAT)

Two weeks before:

Do something together to get people in party mood, like making bunting or street decorations out on the pavement.

On the day:

Use the checklist in these notes to help you keep track of what needs doing.

Afterwards:

Get together to share how it went and decide what to do next.

Getting help

Sharrow Community Forum can help with:

- Small grants (for up to three parties)
- Writing letters and filling forms
- Talking to the council
- Getting hold of equipment

Ideas for getting people involved

Contact **Alison Norris** on **250 8384**

Pete Vickers of Sheffield City Council's Highways Coordination on **(0114) 2736159** can give advice and handles applications for street closures.

An organisation called Streets Alive, based in Bristol, has lots of experience of helping people run street parties. For advice and ideas call 0117 922 5708 or visit

www.streetparty.org.uk

Acknowledgements

Thanks to Stuart Bolton and other residents of Steade Road, Pete Vickers at Highways Coordination in the City Council, Gosport City Council for tips on food hygiene and Streets Alive for general information.

STREET PARTY CHECKLIST

MAKING PLANS

People

- There's a group of at least four people organising your party
- Everyone on the street has been asked what they think about the party.
- Everyone has had a chance to share their ideas and help plan the day
- Everyone knows what they are doing and when.
- If anybody has concerns, the organisers have made sure someone has sorted this out

Money

- You know what's being given or loaned, and what needs buying.
- You know how much money you need, and are keeping track of what is spent.
- Any fundraising you need to do is organised.
- You have a back-up plan if you don't get all the cash you need.

Closing the road

- You have public liability insurance up to £2 million
- You have sent an application to the council to close the road at least 6 weeks before the party
- You have enough "street closed" and "diversion" signs

Refreshments

- Everyone providing food knows basic food hygiene
- You have any extra equipment you need (e.g. urns)
- If you are running a barbeque you have thought about how to keep kids safe around it
- You are catering for different cultural needs and food allergies
- You have enough chairs, tables etc.

Entertainment

- Any decorations are made
- Any special equipment is borrowed or bought
- There's a group of adults organised to look after any potentially dangerous things, like bouncy castles
- Music will suit everyone and won't run too late
- You have back-up plans for wet weather.

On the day

- Street closures and diversion signs are up at least an hour before you start
- There are people looking after the barrier to explain what's going on, let traffic through if needed and keep a route clear for emergency services
- There are people looking after any shared food arrangements (like getting the urn on and watching the BBQ)
- There are people keeping an eye on any kids' activities that need it
- There are people making announcements as needed
- All electrical equipment is properly earthed and on a circuit breaker
- Any gazebos etc. are secure and any guy ropes marked
- There's a basic first aid kit
- People have locked their houses (if you think they need to)
- You have a way to find out how people thought the day went and if they would like to do it again

HAVE FUN!

WHAT NEXT?

- You have a get together planned after the party, to share how people felt about it and to see if there's energy for doing another, or for something different.....
- Complete and return any monitoring reports to funders
- Send out letters of thanks to those organizations who have helped or lent equipment to you

USEFUL INFORMATION

FOOD HYGIENE TIPS

DO:

1. Make sure you have enough refrigerator space to store foods before and after cooking.
2. Store cooked foods above raw foods in the 'fridge to prevent "drip" and keep food in covered containers.
3. Use cool boxes to store food outside and replace defrosted ice packs throughout the event.
4. Pre-cook meat right through to the middle on the same day as it is to be eaten. This also applies to barbecues – the meat will heat quicker on the barbecue and you'll be able to serve more people at once.

DON'T:

1. Leave food in the kitchen or outside for too long before it's eaten. In the summer warm temperatures will help food poisoning bacteria grow quickly.
2. Leave food uncovered.
3. Use raw eggs for making mousses, mayonnaise etc. Use pasteurised egg.
4. Wipe hands on a tea towel; use a separate towel.

GUIDANCE TO SUPPORT AN APPLICATION FOR STREET CLOSURE ORDER

- This guidance has been put together to help support community organisations and individuals to apply for a road closure(s) as part of a community event.
- If you have any questions about the process of authorizing a street closure you can contact Sheffield City Council Highway Coordination via the details shown at the end of the guidance
- **It advisable to send in your application at least 6 weeks before the date of the event to enable it to be processed.** This allows time for Sheffield City Council to undertake consultation (with the Police and other bodies) and other procedural work.

Make sure you give all the information detailed below and ensure you enclose the following with your application:

- i) a street plan of your event (see section 3)
- ii) a copy of your resident consultation letter (see section 5)

You need to be aware that Sheffield City Council does not guarantee that an Order will be made, and will only authorise a closure subject to any necessary and / or additional conditions that it may require. This will include the following:

- you must ensure you have a minimum £2,000,000 public liability insurance
- you must provide and erect all barriers and signs necessary to effect the closure including those signing the alternative route
- barriers must be supervised and maintained at all times by a person under your authority and control (and clearly identifiable as such).



PAPERWORK

1. Applicant details

Name of person and/or organisation.....

Contact address (incl. post code).....

Telephone number (daytime)

Telephone number (evening)

Fax number

Email address

2. Event details

Please give a full description of the event

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Do you intend to place any stall/marquee/tent/stage/other structure on the road(s) to be closed?

YES / NO (please circle)

If **Yes**, please give brief details

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.....

Please give an estimate of the number of people who will be attending the event

3. Road closure details

Name of road(s) to be closed
.....
.....

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

From

To

Date(s) of closure

Time(s) of closure

Please **supply a plan** showing the exact extent of the closure.

4. Barriers / diversion signs

What arrangements have you made for the erection and supervision of barriers, cones and diversion signs? As a minimum requirement you should be thinking about providing a 'road closed' sign and diversion signage

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5. Notification to affected properties

You need to show evidence that you have satisfied the requirement that all affected properties have been consulted by letter (you can use the template attached).

A copy of the letter you have sent must be included with your application. Please note that material promoting your event (e.g. a flyer or advertising leaflet) may not be recognised as adequate consultation.

Please 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*) – e.g. High Street numbers 1-99 and numbers 2-98

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Please confirm the date your **consultation** letter was sent

Has there been any objection to your proposal?

YES / NO (please circle)

You need to details of any objection to Sheffield City Council Highways Coordination you receive as you become aware of it.

Most objections can then be resolved through discussion between the objector, organiser(s), and occasionally a Council officer.

6. Emergency services

It is a requirement that the Fire Brigade and Ambulance Service be notified in writing of your intended closure(s). Sheffield City Council Highways Coordination will undertake this part of the process and inform you of the outcome.

7. Public Liability Insurance

You will be required to hold at least £2,000,000 (two million pounds) of Public Liability Insurance for your event.

Please confirm that you will be providing this level of insurance for your event

YES / NO (please circle)

8. Send your application to:

Pete Vickers,
Principal Engineer,
Highway Coordination,
Sheffield City Council,
Development Services,
2-10 Carbrook Hdl Road,
Sheffield,
S9 2DB

If you have any queries you can contact Highway Coordination via writing to the above address or: telephone (0114) 273 6677, fax (0114) 273 6210 or e-mail: Highways_C@sheffield.gov.uk.

