

Street Party Toolkit

Your guide to hosting the perfect
street party



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This guide has been compiled by the Events Team at Aylesbury Town Council to help you to organise your very own street party.

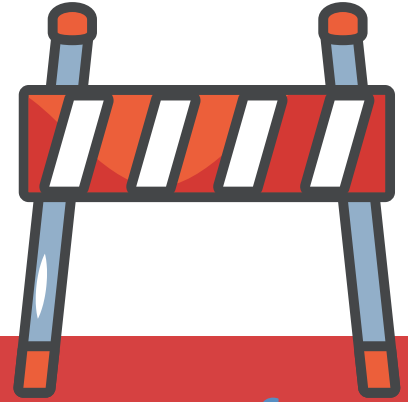
There isn't a one size fits all approach to planning a street party, each street party will be unique, due to its location, residents and organisers. Consider these points to help make an effective plan for a great party. There are no right or wrong answers, these are simply things to consider.



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1. Potential venues

- A garden
- A front drive/linking three or four neighbours drives together
- End of a Cul-de-sac
- Private field or other open space (with the owner's permission)
- Public spaces – park, village green, village hall, community centre or sports field – you must obtain permission for these, and they may incur a cost.
- You could approach your local church or pub, they may welcome having someone organise a party on their behalf.

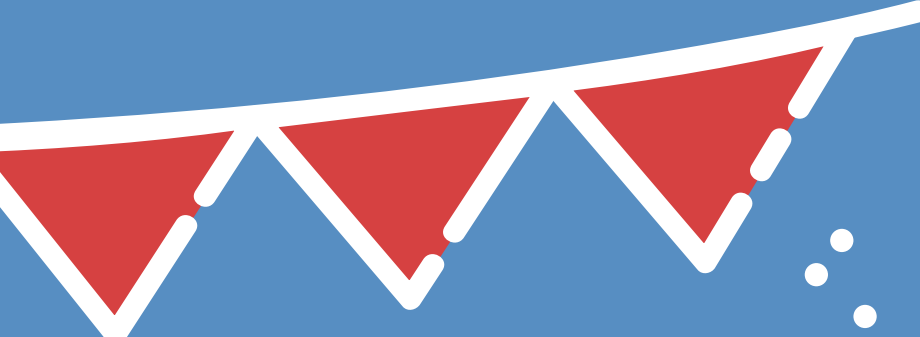


Important info

Should you choose a location where a road closure is required for the safety of all those attending, closing a road is possible, by applying to Buckinghamshire Council by **7 April**.

Please note that you will be required to apply for a temporary road closure (no fee), supply and correctly install all signage, complete a risk assessment and public liability insurance is requested.

See the link at the bottom of the page for further information.



2. Who's coming?

- A couple of households from your street?
- The entire street?
- Your street with their friends and family from elsewhere?
- Your household with all your friends and family?
- Friends plus their children?

Consider the ages and physical requirements of those who are attending.

3. "Traffic" things to think about

- Will there be enough alternative parking spaces?
- Can pedestrians and emergency vehicles get by?
- Will everyone at the party be safe in the location?
- Can you use tables or other event furniture to create a "boundary" to your event to improve safety?



4. Catering options?

BBQ, finger food, plated buffet, hot food, cold food or no food? Hire a local external catering company/one person to do all the food/split the responsibility between a team/local take-away delivery – the options are endless. If you are doing things “in house”, remember to ensure you have plenty of serving bowls, think about oven space for cooking/heating food.

Alcoholic drinks

You must not sell alcohol at your street party – this would require a licence. Drinking responsibly and obeying the law in open public spaces is obviously very important. Be considerate to all your neighbours – especially those aren't attending your party. Don't forget to plan how to chill your drinks.

Consumables

Your street party will probably require plates, cups, glasses etc. – the easy option is to use disposable items, however, please do consider the environment and think about sustainable options.

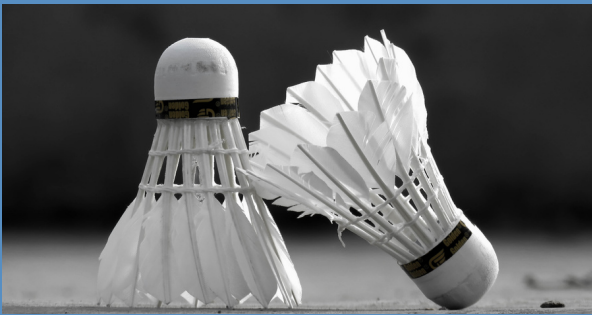


5. Activities



The age ranges of your guests will determine what kind of activities you might include.

Consider the duration of your event and how all ages can be entertained.



If you have young children attending, consider activities for them to do – arts and crafts, sand pit, rounders, badminton, or hopscotch.



Adults may enjoy karaoke or the simplicity of a great play list through a speaker.



Add a fancy-dress theme – red, white and blue, the 1950's, Kings & Queens or even current royalty.



6. Source entertainment

First off utilise the talents of your attendees, you might be surprised about your neighbours talents - singers, magicians, face painting, balloon modelling or even stilt walking, all you have to do is ask what people can do. If you are struggling to find something specific, asking the question in a local Facebook group will likely get some fantastic local suggestions – remember that professionals will charge. The King's Coronation can be screened live at public events, including street parties, without a TV license.

Free entertainment

Alternatively apply to Aylesbury Town Council to be in with a chance of receiving the services of a professional entertainer for 45 mins during your event, available from 12 noon - 7pm on Saturday 6 May and Sunday 7 May 2023.

[Click here to read more information and view the application form.](#)

7. Timings



Try and have an idea of what is going to happen when, we are not suggesting military precision timing, simple time guides for:

- Setting up and decorating
- People arriving
- Food to be served
- Entertainment to take place
- And importantly... when to wrap up – you are in a public space after all

11pm is the cut off time for making a noise above 34dB – it's also the socially acceptable time for turning things down. Do be considerate.

8. Communication

Right from the start you will need to get your message out.

If you are starting this from scratch with those in your street, you may need to resort to old fashioned pen and paper with a note through your neighbours' doors explaining the idea.

Remember this is all about coming together – so don't be shy, take that first step and sow the seed for a great street party with your neighbours.

Planning and communication is the key.

Spreading the load and sharing the responsibility will ease the pressure off a single person and is a fantastic way of building great relationships with all involved.



The Essential To Do List



- Get a notepad and pen
- Decide on the details of your party
- Allocate who is responsible for what
- Make a plan of action



Official programme of events

Saturday 6 May

The Coronation Service at
Westminster Abbey

The Coronation Procession at
Buckingham Palace

Sunday 7 May

The Coronation Concert at Windsor
Castle

The Coronation Big Lunch with the
Eden Project

Monday 8 May

The Big Help Out volunteering day

Further information

Click on the links below which may help you to plan your street party.*

[The Big Lunch Pack](#)

[Information from Buckinghamshire Council, including road closure applications](#)

[The official website](#)

[Book a community centre in Aylesbury](#)

[Book a playing field in Aylesbury](#)

There are lots of free bunting and decoration templates out there – simply search for the type you would like to create – fabric / no sew / paper / colouring – and get creating!

[Coronation party ideas](#)

[Even more information, templates and format ideas available here](#)

*All links are external sources, Aylesbury Town Council is not responsible for contents.



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