



Rugby Borough Council



Information for proposed Street Parties

Public Liability Insurance

Whilst we do not ask for public liability insurance cover for a small residential street party, you may think insurance would be a good idea.

Risk assessments

Whilst we do not ask for a risk assessment plan for small street parties, 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 BBQ etc?

Alcohol licence

Licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence.

Entertainment licence

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. Just be mindful of the noise level especially if it goes into the evening.

Food

If it is 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.

Tombola/raffle

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). 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.

Barriers, Cones, Signs

Rugby Borough Council cannot provide any barriers, cones or signs

Clean up afterwards

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.