



The Coronation of King Charles III and the Queen Consort

Community Toolkit

To mark their Coronation, the King and Queen Consort are encouraging people to share friendship, food, and fun with neighbours and what better way to do that than by having a party.

This toolkit suggests different ways you can celebrate over the long weekend - and how to organise your event successfully and safely - and opportunities for funding support.



Schedule of formal events

Saturday 6 May

Coronation of the King and Queen Consort at Westminster Abbey

The Coronation will celebrate the accession of the new Sovereign to the throne as His Majesty The King. The Queen Consort will also be crowned in a similar but simpler ceremony.

Sunday 7 May

Big Lunch events, Coronation Concert

The Big lunch is a chance to celebrate community connections and encourage community cohesion. They can be hosted at any time but are particularly encouraged over the Coronation Weekend. Big Lunches are generally street parties, giving neighbours to come together and get to know each other better through food and festivities.

The Coronation Concert will be a televised event, bringing together musical icons, entertainers, an international orchestra and dancers to perform at Windsor Castle in front of a public audience.

Monday 8 May

Bank Holiday, Big Help Out activities

Monday's focus is on volunteering activities and how we can all play our bit in our local area and support our community-led groups. This is called the Big Help Out. Look out from information from Hounslow Council on what local groups will be doing and how you can get involved or share if you have a volunteering idea of your own that you would like to host.



Hosting a Street Party or Play Street

Street parties and Play Streets are any easy way to bring your community together in a celebratory event.

Street parties have been popular in the UK for nearly a hundred years and are a wonderful way of connecting with your neighbours and developing a sense of community spirit – people can mingle right outside their front door and children can play together safely.

Play Streets also involve neighbours celebrating together on their street, but with more focus on playing and keeping children active. The road becomes a safe play space with closures put in place and parents can watch their children whilst also taking part in activities themselves.

What to do:

Talk to your Neighbours.

Speaking with your neighbours is crucial for a successful street party or play street – you will need their support if you want to hold a street party. Speak with people face to face – showing your community spirit right from the start.

Find out who would be interested in being part of your organising committee and establish roles and responsibilities. Decide together when would be the best time and date to have your street party and what activities you want to have on the day. How will you make sure people of all ages, abilities and backgrounds feel included and welcomed to take part in the party? Have a think about what is necessary and what is important to your community. It is always helpful to check if you have any first-aiders on your street or in your community.

Make an outline plan for your street party or play street and how you will manage it, and make sure to take notes at planning meetings so you don't miss any good ideas:

- How will your street party be a safe environment?

- Will you be having any music at the street party?
- Will you be serving any hot food or alcohol?
- Does anyone have any allergies to be mindful of?
- How much money will you need and how much will each household need to contribute?

These are all decisions you should be making together.

- Do you have enough tables and chairs or do you need to speak with friends to borrow some?
- Will you be decorating your street – how will you do this?

Bunting is of course very popular, beautiful and simple way to decorate any street party (do make sustainable bunting rather than buy plastic if possible). What games or activities will you host – take a look at **Coronation.gov.uk** for some ideas, including colouring in templates for children.



Keeping your street party or play street safe from traffic

There will be some admin and operational Health and Safety matters to consider but the Council's Events Team are on hand to help you.

If you are planning a street party or a play street you will need to apply to close the

road. Applications will need to be submitted with plenty of notice to ensure everything gets processed correctly (see below). Do you want barriers provided to you to close the road or will you make use of wheelie bins? Play Streets will have barriers provided, for Street Parties, you will need to ask for them.

Are there any areas of your street that might need cordoning off due to being unsafe?



What could go wrong?

A neighbour doesn't want to be involved

Find out why they don't want it and think of ways to be respectful of their opinion. If noise is an issue for example, keep the music low and make sure the street party would end at a reasonable time and see if your neighbour is more open to the idea. They still may not want to take part but at least you will have made sure they are not offended, and they may even pop out and say hello on the day.

Will people turn up on the day?

Yes! If you have enough support. Work together to organise it and keep less involved neighbours informed and updated on your plans, people will come out and celebrate with you.

What if it rains on the day?

Cover things up and wait until the rain passes – it hopefully won't rain all day in May.

What if a child falls over?

This probably will happen but children are resilient and some health and safety checks before the party starts should help to make sure no serious injuries happen, and make sure parents keep an eye on their kids.

What if a resident needs to drive to or from the street?

Residents can still use their car during the party – we recommend that this happens as little as possible and that speeds are kept to under 5mph. Non-residents would need to adhere to the road closure in place.



FAQs

Do we need insurance?

Whilst it is not mandatory to have insurance cover and will not affect your application to host a street party, we would recommend that you get Public Liability Insurance for your street party. If anything were to go wrong, you as the organiser would be responsible and someone would be able to make a claim against you. Quotes for insurance can start from £50 and the cost can be split amongst the residents.

If you have any activities run by external companies, such as hiring an inflatable, please ensure you speak to the Events Team who can inform you of relevant paperwork to be obtained from the supplier.

We will be serving alcohol and food – do we need a licence/ permit?

At private parties such as street parties you do not need a licence to share alcoholic drinks with your neighbours. You will need a licence, however, if you are planning on selling alcohol. If you do plan on selling alcohol at your street party please contact the Licencing Team.

A licence will also be required if you plan on selling food after 11pm. To serve or sell food before 11pm at a private/street party you do not need a licence.

We want to play music at our street party – do we need a licence?

A private/street party is not aimed at attracting external visitors or to make money so you do not need a licence for playing music, whether it is live music performances or recorded music.

We're having a tombola/raffle – do we need permission to do this?

As long as the tombola or raffle tickets are sold on the day of the event (and the prizes are not worth more than £500 in total) you will not require permission to do so. Any proceeds from the tombola/raffle must go to a good cause such as a charity or towards covering the cost of your party.

Do we need to clean up afterwards?

Yes, you will need to clean up after your street party. It's your street, your party, so keep it clean and tidy. When organising your street party, make sure everyone knows that you need to litter pick and cleanse the area and make sure you have bin bags ready to do so at the end of the event! Collection of the bags can be arranged via Hounslow Highways (see below).



Holding your event in a local park

Parks offer a large open space for all types of fun interaction. Whether you have games and activities, food and drink or arts and music, your local park can offer the flexibility to make the Coronation your own.

If this is your first time organising an event in a park, the Events team can guide you through each step of the process. You do need to ask before you host your event in a park. Though more documentation is required for health and safety purposes than if you

held this in your street or home, the team is happy to advise you and provide support where needed. Depending on whether or not you would like to sell alcohol or have any performances, you may need a license.

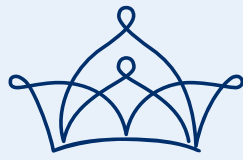
You will have to get Public Liability Insurance if you want to host your event in a park. As you would expect, you will need to completely clean up after the event is over – collection for any bags can be arranged via the Events team.

Volunteering activities

The Council and local organisations will be sharing volunteering opportunities with local organisations for the big Help Out on the Coronation page of our website.

Or, if you have an idea about a volunteering event you would like to share with us, please ensure you contact us as soon as possible in order to see if this is something we can assist in setting up.

For all organised volunteering activities, we would need Public Liability Insurance. The Volunteers Centre is a good source of information. Please share your volunteering ideas with us at:
events@hounslow.gov.uk



The Council helping support your celebratory Coronation event

To support residents who plan to host community-led events, Hounslow Council will be waiving all street party fees and offering grants of up to £1,000 through the Council's Thriving Communities Fund.

Residents will need to apply for funding by 9am on Monday 17 April 2023. Find more information on how to apply at

www.hounslow.gov.uk/smallgrants

If you are holding more than one event and/or activity you can apply for funding for up to £1,000.

Or if you are considering holding a one-off event such as Street Party you can apply for up to £500 and we will put you in contact with relevant teams for Road Closures, Licencing and the Events Team.

For example, you might wish to hold events which tie in with the following:

- 🕒 The Coronation Big Lunch, to encourage communities to come together, celebrate their connections and get to know each other better. It will bring the Coronation festivities into the heart of every community on 7 May. www.edenprojectcommunities.com/the-big-lunch
- 🕒 The Big Help Out an opportunity to reflect on the legacy of His Majesty's service and showcase the impact of volunteering within communities on 8 May. www.thebighelpout.org.uk



Your timeline guide and helpful contacts

IMPORTANT NOTE: the deadline for applying for all applications is Friday 7 April 2023.

No less than three weeks ahead of your event – all events need to consider whether you need a licence.

THE LICENCING TEAM

If you are planning on holding any licensable activities such as the sale of alcohol, you will need to contact the Licencing Team and apply for a Temporary Events Notice (TENs). These cost £21 and it is recommended to apply at least 3 weeks prior to your street party date, to ensure enough time for processing.

Further information on TENs can be found below.

[Temporary Event Notice \(TENs\) | Temporary Event Notice \(TENs\) | London Borough of Hounslow](#)

Street Parties

When you have decided when you will host your street party, you will need to contact various teams in the Council to help you through the process of planning.

THE TRAFFIC MANAGEMENT TEAM

You will need to submit your application for a road closure for your street party at least eight weeks prior to the date of your street party. If you would also like to hire barriers and road closed signs, please specify this within the relevant section of the below form.

[To apply - view and download the street party request form](#)

You will be provided with a street party reference number, which you can use if you have any further enquiries for the Traffic Team. They can be contacted via trafficorders@hounslow.gov.uk

We usually require a fee for street party road closure; however, we will not be charging for any street parties held during the Coronation bank holiday weekend (Saturday 6 – Monday 8 May 2023).

No less than two weeks before the street party – arrange help with clearing waste.

HOUNSLOW HIGHWAYS

Hounslow Highways will be able to help with the cleansing of your street ahead of your street party and are able to provide bin bags to put waste in for collection after the party.

A request for this service will need to be logged via the Hounslow Highways website: www.hounslowhighways.org

Play Streets

THE ENGAGEMENT TEAM

You will need to submit your request to close the road for your road to host a play street via the link below:

[Play Street Road Closure Request](#)

You can also contact the Engagement team via: engagement@hounslow.gov.uk

Park Events and Volunteering

THE EVENTS TEAM

Applications for event you want to hold in parks can be made via:

[Apply4 - EventApp - Hounslow](#)

Once the application is made, the Events team will arrange a call with you to discuss your proposed plans and go through all

requirements with you.

If you have any other queries regarding how to celebrate the Coronation, please feel free to contact the Events Team via: events@hounslow.gov.uk

Keep up to date

For more information about what's happening locally

- Visit www.hounslow.gov.uk/coronation or www.inhounslow.com
- Subscribe to our [e-newsletter](#)
- Follow us on [Twitter](#), [Facebook](#) or [Instagram](#)