



## Street Party 'Toolkit'

### Getting started:

1. Reach out to as many neighbours as you can by word of mouth to get things off the ground and 'talk it up' amongst neighbours whenever you see them on the street
2. Identify neighbours who are interested in being 'core organizers' of the street party.
3. Canvas the street for names and contact info by going door-to-door to present the idea of a street party
4. Drop-off flyers in mailboxes with names and contact info of organisers to develop a street contact list
5. Set-up a street Facebook group
6. Survey the street to ensure a majority of residents agree to a street party and the street closure as **this is required for the permit** (when we dropped off our fliers, we asked people to reach out if they had an objection to the party going ahead)
7. Host a planning meeting to brainstorm ideas for the day and to delegate tasks
8. Once you determine the date, it is a good idea to keep the same date every year (i.e. the 2<sup>nd</sup> Saturday in July so it becomes the expectation and people can plan around it)

### Paperwork:

#### 1. Permits

Several months prior to your planned event you will need to apply for a street permit (application for road closure in connection with a street event)

<https://www.toronto.ca/wp-content/uploads/2021/11/9778-TSStreet-Event-Application2020.pdf>

<https://www.toronto.ca/services-payments/streets-parking-transportation/street-events/temporary-street-closure-permit/>

The first year you do this it requires a little bit of work and planning as you will need to do the following:

1. Create a schedule of events and a site plan which includes location, emergency lane access, setback and dimensions of any equipment or furniture placed within the public right of way etc....
2. Provide a copy of the notice that was circulated to the area residents and occupants to inform them of the event
3. Develop an Emergency Action Plan.
4. Develop a 'Traffic Management Plan.
5. Provide a Waste Management Plan approved by Solid Waste Management.

Note: If you plan on having loudspeakers and/or alcohol served at your event you require additional permits

***Please refer to the city website for current requirements***



## 2. Insurance

Once you receive the permit you must buy insurance for the event

[https://www.toronto.ca/wp-content/uploads/2017/11/9874-insurance\\_certificate\\_street\\_events.pdf](https://www.toronto.ca/wp-content/uploads/2017/11/9874-insurance_certificate_street_events.pdf)

## **Budget considerations:**

1. Permit fee
2. Insurance
3. Renting traffic barricades (this is required as part of your permit)
4. Donations (provide a suggested donation amount but make sure to indicate all are welcome regardless of whether or not they can make a donation)
5. Rentals for equipment (bouncy castle, sound equipment etc...)

If this is your first street party you may be eligible for a community grant

<https://www.toronto.ca/community-people/get-involved/community/investment-funding-programs/community-events-program/>

## **Ideas for the Street Party**

Start of the day

1. Welcome/breakfast table
2. 'Kick-off' parade (decorate bikes, strollers etc...)

Activities throughout the day

1. Sport/games area
2. Bouncy castle
3. Fire truck visit
4. Games (ice cream eating, relay races, etc...)
5. Adult area (card games, street 'mocktail' etc...)
6. Arts and Crafts

Evening ideas

1. Street potluck
2. Talent contest
3. Movie under the stars



### **Miscellaneous**

Two nights before and the night before the party put flyers on all cars to remind neighbours the cars must be removed for the day of party.

Ask neighbours to reach out to organizers if they will have trouble moving cars so neighbours can try to help out.

Try to include activities for all on the street, not just for those with children.

Consider informing your city councillors office of the event.

Don't forget to assign a group of neighbours to do the street clean-up!