

2012: A Year of Celebration



**A Cambridgeshire ACRE Guide to
helping your community celebrate**



HELLO AND WELCOME

2012 is going to be a year of celebration with Her Majesty The Queen's Diamond Jubilee and the London Olympics to look forward to.

Cambridgeshire ACRE hopes that all communities in Cambridgeshire and Peterborough will make the most of this double celebration and come together to set up local events and parties across the county.

Local events will provide a real opportunity for all of us to celebrate 2012. They'll help reinvigorate our local economy, showcase the best of rural community life and to help keep our community spirit strong and vibrant.

To help you plan what to do to celebrate 2012, we have produced this short guide to support you as you think about what to do locally and perhaps to give you some ideas if you don't know where to start. Our team of community advisors are also on hand to answer any questions you might have that this guide doesn't answer.

We hope you will join us in holding an event to celebrate the Queen's 60th year on the throne and the once in a lifetime sporting event taking place in London later in the year and bring your community together as a reminder of how strong, lively and special Cambridgeshire is.

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SECTION 1: BEGINNING TO PLAN

Street parties, community events, sporting events and any type of event where groups of residents get together provide a great opportunity to get to know your neighbours better. Before you begin organising, take time to think about the type of event you want to organise.

The difference between a small event and a large public event can be summarised as followed:

A small community event

- For residents/neighbours only – where the event is self-organised
- Publicity is only to local residents
- No licences normally necessary if music is incidental to other activities and there is no selling of alcohol at the event
- No formal risk assessment is needed

A large public event

- Anyone can attend – organised by professional/skilled organisers
- External publicity (such as in newspapers, community magazines)
- Licence is usually needed if alcohol is sold or entertainment is provided
- Insurance is needed
- Risk assessment will be needed

This guide focuses on small community events and street parties.



What is a small community event or street party?

A community event is an event that's solely for the residents of a particular street, village or town and is held in a communal area such as the village hall, park or recreation ground, street/road, pavements or a communal green open space.

For street parties it is traditional that the road is closed to traffic, allowing residents to meet and interact safely and without any traffic anxieties. As the party is on communal land, rather than on private property, it can be argued that the party is hosted by the community and not by an individual.

Food is usually eaten together, as a community, and it is customary that everyone contributes, thereby ensuring the cost does not fall to any one particular individual or group of individuals.

Quite often a number of activities or sporting games will take place, such as sack races, street cricket or live music from a local musician.



By its very nature, the traditional community event/street party is a private party and it is, therefore, open only to the residents of a particular village/town or street.

Residents are automatically involved by the very fact of where they live and have to 'opt out' of involvement rather than 'opting in'. The informal nature of the traditional community event means that it is usually led by an unconstituted group of residents with no formal officers, for example a chairman or secretary.

However, we recognise that many communities may wish to hold a community event/street party that is open to all residents in the neighbourhood, not just those on a particular street.

These are called 'open' events and may, for example, be held on a village green or communal park, or even at a community centre or in a church car park. As open parties operate on an 'opt in' basis and are open to anyone to attend, there are several extra factors that organisers need to consider. These will all be explained in detail within this guide.

Open parties may need to be led by a constituted formal group such as a residents' association, friends' group, or church committee, although this is not necessarily a requirement.

Who will make your community event or street party happen?

Community events and street parties are a communal activity and therefore need to be organised communally. The planning and organising cannot be left to one or two people alone, although one person may be nominated to act as the signatory and make any necessary applications. If there are only a couple of people planning the party it could cause resentment amongst others in the community who may see them as trying to take over.

The best way to plan a community event/street party is through a small working group, where the members share the tasks, thereby lightening the load and bringing different expertise and skills. Another advantage is that the more people you have actively involved in the planning, the more people will feel a direct ownership of the event. It is best to form this working party early on, ideally when you are first talking to other residents about the idea of having a community event – this also gives everyone who wants to get involved with the working group a chance to do so from the beginning.

There is no need for the working group to be formal, or to have official officers such as an elected chairman or secretary. However, it can be helpful to map out the different skills, knowledge and experience. This will help when it comes to allocating tasks.

It is important that the working group makes a list of all the tasks that need to be completed in order for your street party to be a success. It is only when all the necessary tasks are identified that they can be shared out equally.



Getting started and talking to your community

Before you can start planning for your event you will need to speak to your community – ideally to as many residents as possible. With an open event this may be a bit more difficult as you will not be entirely sure who is going to attend but it will still be possible to speak to members of local community groups or perhaps even place some publicity or editorial in the local paper to see if there is sufficient support for a community event. Remember, community events are a communal effort and even though you may not know, at this early stage, many of the details for your proposed event it does not matter. Talking to your local community may help to generate ideas and shape the event to reflect the requirements of your residents.

With a ‘road closure’ community event you must contact every resident to make them aware of your plans and so hopefully they will also help out with the planning arrangements. You can do this either by producing a short flyer or letter and delivering it to every household or, if your street is small enough, speak to residents door to door.

Remember, you will need the agreement of the majority of your streets residents if you are wishing to hold a ‘closed’ community event that requires a road closure and overall you need to be realistic – if people just aren’t keen on the idea it may not be worth pursuing it.

You also need to take on board any concerns that people may raise during the initial discussion and be prepared to discuss these concerns with residents so that you can find an acceptable solution. For example; some residents may raise concerns over noise, litter or practical issues concerned with closing a road. You need to be able to present ways round these problems that are acceptable to all residents.

Also, remember at this initial stage you need to be finding out who owns the land you intend to hold your party on – if you do not know already – so that you can approach them early to get their permission to hold the event.

Planning entertainment and activities

The entertainment at your community event is really where the talents and abilities of your neighbourhood will come into play. For a community event/street party you don't need to pay people to provide entertainment. There will be people who live in your community who have hidden talents; for example there may be a resident who plays guitar who would be prepared to play a few songs or lead a sing-a-long, or someone who would agree to do some street juggling or something similar. If you propose to have live or recorded music that is not incidental to other activities, a licence may be required.

It doesn't really matter what it is, community events are about town, villages and neighbours coming together and sharing and celebrating the Queen's Diamond Jubilee or the London 2012 Olympics.

Through your street party you will no doubt discover numerous things about your neighbours that you did not know before.



Your working group may also want to look into what kind of structured activities or games that could be provided at your community event. These could include:

- street cricket – a game the whole community can play; all you need is a bat, a tennis ball and a wheelie bin for the stumps
- traditional races – such as an egg and spoon race or three legged race
- a street quiz – test the knowledge of local residents on your street and in your community
- best dressed garden competition
- fancy dress competition for the children – you may want to link this to the theme of the day, the Diamond Jubilee or the Olympic Games
- encourage residents of all ages to get involved with chalk drawing – directly onto the street
- tug-of-war, one side of the street against the other.

Remember, as long as you do not have a formal entry fee to attend your community event then you do not need to obtain an entertainments license. You simply class the entertainment as spontaneous and incidental to the event rather than being the main attraction – the event itself is the main attraction.

Many people worry about the legalities of playing recorded music at community events, especially with issues such as copyright. Again the same rules apply, as long as the music is classed as 'background' music and incidental to the event rather than being the main attraction, then you have nothing to worry about.

Fundraising

Funding can be one of the biggest worries for communities wishing to hold events/street parties, yet it really need not be. The beauty of an event/ street party is that as long as everybody pitches in, there should be very few costs involved. Most requirements can be provided from within your community for little or no cost. However, if there are costs, for example, insurance or the purchase of bunting, steps can be taken to ensure no one is left out of pocket.

Few public funding options are available for community events/street parties, especially in these times of public sector austerity. This is a time to encourage good old fashioned community spirit and self funding. We are aware of small number of local funding sources that you could consider and details of these can be found in Section 5.

It may not be wise to ask people at the first organising meetings to make a financial contribution, especially if individuals don't know one another well. Rather look at options for recouping money on the day of the event itself. Raffles and tombolas with donated prizes are popular; then there are penny races and home grown plant and produce swaps with optional donations for charities and overheads.

For raffles, if tickets are sold (and the winners announced) only at the event, and if prizes are not worth more than £500, a gaming license is unnecessary.

You could also consider asking local businesses to help sponsor your community event/street party, either through providing goods or services free of charge, or by donating cash towards the event.

SECTION 2 – THE LOGISTICS OF ORGANISING YOUR EVENT

Insurance

Public Liability Insurance will not be needed unless you intend to use the following:

- bouncy castles or other inflatables
- fairground rides and stalls.

Bouncy castles and similar attractions are acceptable subject to proper supervision, with separate Public Liability Insurance (minimum sum insured of £5 million) obtained from the operator/owner of the attraction and provided they locate the bouncy castle in a position in your street that allows emergency access at all times during your party (see 'in the event of an emergency' on page 11).

Outside contractors such as caterers and entertainers will also need their own Public Liability Insurance, again a minimum sum insured of £5 million. As an event organiser, you are responsible for obtaining proof of the Public Liability Insurance for any contractors. These must be available for inspection at the event if requested by a Council officer.

Closing your road

The venue you select for your street party should ideally be a quiet residential street, such as a cul de sac. Where a street provides for through traffic, a street party may still be possible, provided traffic levels are low and a convenient alternative route is available. Busier through routes are not usually suitable for street parties, although you could consider other areas, such as local parks or front gardens.



Organisers must maintain access to properties, be it pedestrian access or emergency vehicles.

If you are planning a street party and will need a road closure, you can apply for this via the County Council. Please follow the guidelines on their website

http://www.cambridgeshire.gov.uk/transport/trafficmanagement/events/ontheroad/street_parties.htm or contact the Traffic Management team on 01223 507176.

There will be no charge for street party road closure traffic orders from Cambridgeshire County Council.

Publicity

Firstly decide who you are inviting to the event – is it open only to residents who are members of a particular group, an entire street, or to the wider public? (see Section 1).

Money can be spent on printing flyers and leaflets to be posted through letterboxes. If money is an issue, try to secure editorial coverage in the local media, which is free, and/or approach a local printer for sponsorship. However, first work out how many flyers and leaflets you may need and see if those involved in the organising group have home printers and can share the load.

Media coverage is sensibly delegated to a person used to writing press releases. Include details of who/what/where/when/how in a press release for distribution to local newspapers and radio stations. Building personal contacts in the local media is really useful for publicity. It's also worth arranging for a photographer from the local press to pop along to the event on the day.

You must make sure that as many people as possible are aware of the date and time of your community event. A letter must be sent to all residents who might be affected in your road and neighbouring roads, making sure those who do not wish to take part are still kept regularly informed, particularly where access and parking is concerned.

To reach a wider online audience, you can advertise your event for free on Cambridgeshire.net (<http://www.cambridgeshire.net>). Information published on Cambridgeshire.net is automatically added as appropriate to a number of other local sites such as Shape Your Place (<http://shapeyourplace.org>); Eventility (<http://www.eventility.co.uk>); Youthoria (<http://www.youthoria.org>) and a number of local District Council websites.

In the event of an emergency

As the organiser you must appoint one person to co-ordinate any necessary action in the event of an emergency. Duties include ensuring that road closed signs and any barriers and cones necessary are in place to allow access for emergency vehicles. Should the Emergency Services need access to your street, they will require a width of at least 3.7m for emergency vehicles. You must ensure that the position of tables and chairs and other equipment allows sufficient space for access by any emergency vehicles. You must also ensure that hydrants are easily accessible.

Use of barbecues / Food

The following minimum requirements must be undertaken but are subject to any further measures that may be appropriate:

- Use only manufactured barbecues (i.e. not homemade with bricks etc).
- If you are cooking with fire you need to have a fire extinguisher handy and know how to use it.
- The area must be supervised at all times.
- The barbecue area must be cordoned off.

If any food is to be sold, the event organiser should contact the Local Authority Food Enforcement Service.

Fireworks and bonfires

Please note that under no circumstances will it be permissible to have any bonfires or fireworks of any nature at your community event or street party.

Wet weather

The weather can never be relied on and so plan ahead. Check weather reports, especially the 10 day forecast before the event. If rain seems likely you may want to explore the following options:

- gazebos – shelter people from the rain, but are not effective in windy conditions
- marquees – provide good shelter, but can be expensive to hire
- village/church/community hall – if your event doesn't already involve a local venue it could be booked as 'plan B'
- soldier on – most people have umbrellas and wellies and may be happy to carry on
- cancel or reschedule – not an ideal option.

Think about letting everyone know and then promoting the new date. The weather might not be nice for the new date either.

Street decorations

If you intend to decorate your street with flags and bunting, you are required to adhere to the following instruction:

- no bunting to be strung from telegraph poles
- no bunting to be strung across the road from lamp posts
- any bunting must be at least 18 feet (5.5 metres) from the ground and must be easily breakable.



Please remember to observe best practice when using ladders. If unsure, please visit the Health & Safety Executive's website for guidance, <http://www.hse.gov.uk/falls/ladders.htm>.

Intoxicating liquor

If you anticipate that intoxicating liquor will be consumed at your community event or street party, there are basically two methods by which it may be provided, either people attending supply and bring their own or someone may sell it.

A person attending supplying and bringing their own is by far the simplest method and is not dissimilar to having a party at your home where guests may bring their own drink. A premises licence is not required as long as no intoxicating liquor is for sale.

If you wish to sell alcohol at your event, you will need to apply for a Temporary Event Notice, provided your event will not exceed 499 people on site at any one time. Application forms are available from your local District Council.

Under the Licensing Act, sale does not just mean an exchange of money for goods. It can include such arrangements as 'buy a ticket to the function, get free drink', 'selling raffle tickets with alcoholic drinks as prizes' or any other scheme whereby intoxicating liquor is provided as part of the transaction.

Street collections for charity at your street party

If you want to collect money or sell articles in any street or public place for the benefit of charitable or other purposes, then you must have a street collection permit issued to you by your local District Council. Application forms are available to download from their websites.

Noise

Organisers of street parties and other small community events should be aware of the Control of Pollution Act 1974 which states that no loudspeaker or PA shall be used after the hours of 9pm. It would be appreciated that any music played during your community event is kept at a reasonable level to avoid any annoyance to the neighbours in your neighbouring streets who may not be joining in your party. Any request or instruction made by a Police Officer or Environmental Protection Officer to reduce your noise levels or to cease playing music must be complied with.

Litter

Every organiser will be responsible for clearing of all waste and equipment from the street at the end of the event. As the event is a community event organised by residents and attended by residents within the street, the waste on this occasion will be treated as household waste.

The house holders will, therefore, have to take the waste home with them and it will be collected on the normal day when waste is collected for their home. The cleaning of the street will be covered by the existing contract and at the scheduled time.

After the event is over

Make adequate provisions for the event site to be cleaned up – this should not be a major problem if you had bins situated at various places and kept tidying during the event.

- Get agreement that all residents will help clean up and be responsible for their own areas, if it's in the street.
- Individuals will be responsible for the recycled stuff in their bins and the items will be collected as usual.
- Have a list of volunteers to take bags of non-recyclable rubbish to their bins, or bins made available by other residents.
- Take a walk around the site with your working group to check that all is clean and tidy.
- List who borrowed or hired what and who will be responsible for packing it up and returning it, or arranging for its removal, for example a bouncy castle or bunting.

Evaluation of what went well and what didn't

A short time after your event/street party you may want to get your working group back together to evaluate the event. Discuss what worked well and what didn't work so well so that if you do decide to hold a community event again, which hopefully you will, you know what you could do better and what to avoid next time.



SECTION 3 – FREQUENTLY ASKED QUESTIONS

Q. Do we need insurance cover?

A. Most local authorities do not ask for Public Liability Insurance cover for a small community event or residential street party, but if you think insurance would be a good idea you might find it helpful to check the Streets Alive (www.streetparty.org.uk) and The Big Lunch websites (www.thebiglunch.com) for further advice. Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the expense.

Q. Do we need to do a risk assessment?

A. Most local authorities do not ask for a risk plan for small community events or street parties, but 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 barbeque or is supervising the bouncy castle and so on.

Q. We're serving alcoholic drinks – do we need a licence for alcohol?

A. No, licences are required only if alcohol is sold. At a private events or street party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you would need to contact your local District council for a 'Temporary Events Notice' form. The licence costs £21.

Q. We're playing music – do we need an entertainment licence?

A. No – if your community event/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 live or recorded music.

Q. Do we need a permit to serve food?

A. No – as a private event/party you do not need a licence under the Licensing Act 2003 to sell food, unless you wanted to sell hot food and drink after 11pm. Remember that you can always ask your neighbours to bake a cake, make a sandwich, or bring food to share with one another.

Q. We're having a tombola/raffle – do we need permission?

A. Probably not. 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, but do speak to your council first. Any proceeds from the tombola/raffle must go to a good cause such as a charity, or even to cover 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.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your event/street party. It's your street, your event, so keep your local area clean and tidy. Let people know in advance what time the event will finish and have a section set aside for recycling and bin bags for anything that can't be recycled. Suggest people mark their own possessions, especially those less easily identifiable like cups and plates, CDs, speakers and recycling boxes.



SECTION 4: OTHER THINGS YOU CAN DO TO CELEBRATE THE QUEEN'S DIAMOND JUBILEE AND THE OLYMPICS

Follow official coverage of the Queen's Diamond Jubilee

Buckingham Palace has announced plans for the central weekend to celebrate The Queen's Diamond Jubilee in 2012. The main programme will take place from Saturday 2 June to Tuesday 5 June with celebratory activities throughout the United Kingdom.

Saturday 2 June 2012

The Queen will attend the Epsom Derby.

Sunday 3 June 2012

The Big Jubilee Lunch: Building on the already popular Big Lunch initiative, people will be encouraged to share lunch with neighbours and friends as part of the Diamond Jubilee celebrations. This may take the form of a traditional street party or a picnic lunch in small or larger groups. This event is being organised by the Big Lunch, see page 19 for details.

The Thames Diamond Jubilee Pageant: This event will take place on the Thames and consist of up to 1,000 boats assembled from across the UK, the Commonwealth and around the world. The Queen will travel in the Royal Barge which will lead the flotilla. This event is being organised by the Thames Diamond Jubilee Foundation

<http://www.thamesdiamondjubileepageant.org>

Monday 4 June 2012

Bank Holiday – The normal late May Bank Holiday has moved to Monday 4 June.

BBC Concert at Buckingham Palace: There will be a televised Diamond Jubilee Concert at Buckingham Palace with tickets being available to UK residents by public ballot. The musical programme for the concert is still being planned and is expected to feature British and Commonwealth musicians. Details on how to apply for the concert will be available in due course. This event is being organised by the BBC.

The Queen's Diamond Jubilee Beacons: A network of 2,012 Beacons will be lit by communities and individuals throughout the United Kingdom, as well as the Channel Islands, the Isle of Man and the Commonwealth. As in 2002, The Queen will light the National Beacon. The beacons project is being organised by Diamond Jubilee Beacons Ltd.

Tuesday 5 June 2012

Bank Holiday – An extra Bank Holiday has been awarded to mark the Queen's Diamond Jubilee.

Service of Thanksgiving and Carriage Procession: There will be a Service of Thanksgiving at St Paul's Cathedral and a formal Carriage Procession by The Queen.

Use the Queen's Diamond Jubilee Emblem



The official emblem for The Queen's Diamond Jubilee in 2012 is the winning design following a national competition for children aged between 6 and 14. It was drawn by 10-year-old Katherine Dewar, from Chester.

The official emblem is available, free of charge, for download from the British Monarchy website (www.royal.gov.uk) along with guidelines for use. It is available for use for activities associated with the Diamond Jubilee celebrations including community and national events, publications, retail and merchandising.

It is intended that the emblem be used widely by individuals, organisations, companies and charities for celebrations to mark the Diamond Jubilee.

Light a Queen's Diamond Jubilee Beacon

There is a long and unbroken tradition in our country of celebrating Royal Jubilees, Weddings and Coronations with the lighting of Beacons whether they be on the top of mountains, church towers, castle battlements, town and village greens, country parks, estates and farms and along the beaches surrounding our shores.

In 1897, Beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977 and 2002 Beacons were also lit to celebrate the Silver and Golden Jubilees of The Queen.

On Monday 4 June 2012 the aim is to light 2,012 Beacons throughout the United Kingdom, Channel Islands, Isle of Man, the Commonwealth and other countries around the world in celebration of The Queen's Diamond Jubilee, marking an important and historic, moment in The Queen's reign.

The Beacon Project, by agreement with The Royal Household will form an important part of The Queen's Diamond Jubilee celebrations during the Diamond Jubilee weekend - 2 through to 5 June 2012. The Beacons will be lit between 10pm and 10:30pm on Monday 4 June 2012. Exact times will be sent to coordinators nearer the date. Her Majesty The Queen will be lighting the National Beacon in London at around 10:30pm that night.

Communities can take part in this event by registering to have a beacon in their community – either a bonfire beacon or a Church Tower beacon. Full guidance on the Jubilee Beacon's project can be found in 'Your guide to taking part', which can be downloaded from <http://www.diamondjubileebeacons.co.uk>. Registrations must be received by 30 April 2012.

Churches within the Diocese of Ely should note that the Diocese does not commend putting beacons on churches. Parochial Church Councils should consider the appropriateness of this very carefully and note that there may be extra costs in terms of insurance to cover the event. Further guidance can be downloaded from:

<http://www.ecclesiastical.com/ChurchMatters/Images/Risk%20Management%20Guidance%20Church%20Tower%20Beacon%2016%20September%202011.pdf>

Hold a Big Jubilee Lunch

The fourth annual Big Lunch – Sunday 3 June 2012 - will fall on the same weekend as the Queen’s Diamond Jubilee. So anyone who would like to celebrate and commemorate the Queen’s 60 year reign can do so by holding a Big Jubilee Lunch!

The Big Jubilee Lunch will be a part of the main programme of events over the central weekend of Diamond Jubilee celebrations in June 2012.

Some 10 million people came out in sunny 1977 to celebrate the Silver Jubilee so it is hoped a large number of people will take part in The Big Lunch for the first time in 2012 - joining the well over a million people that have been doing it for the last 3 years!

The beauty of The Big Lunch is that people themselves decide everything about their own event. The venue can be wherever you want or have space, the theme whatever you fancy - food and people are the key ingredients. For example, if you want to raise money for charity do it, if you want to play music feel free (just so long as other neighbours are happy!). You can close your road if you fancy a big street party or use a local park for a small community BBQ - it really is up to you.

The Big Lunch team are available to help you along the way in planning your Big Jubilee Lunch event – please see their website, <http://www.thebiglunch.com>, for details. If you have any questions or queries please get in touch via info@thebiglunch.com or call 0845 850 8181 to speak to one of the team.

Quite simply they want to get as many people as possible to sit down and have lunch with their neighbours on the first Sunday in June. After all The Big Lunch is all about community, friendship and fun!

Big Jubilee Lunch packs containing hints, tips and ideas to get your event off the ground as well as posters, leaflets, recipe cards and much more will be available from the Big Lunch website in early 2012. You can sign up for their e-newsletter to be the first to hear more.

Plant some free commemorative Jubilee trees



Royal Jubilees are always a great excuse for a party. This Jubilee you can celebrate and have fun with your community in a way that leaves a lasting legacy by planting a free pack of trees from the Woodland Trust.

Thousands of groups across the UK have already received free trees from them – your community can apply now for tree delivery in March or November 2012.

Designed to help make planting with your local community as easy as possible, the packs are available in two sizes – either 105 trees or 420 trees - and are themed to help you choose the best mix for your local area:

- Wildlife: Blackthorn, hawthorn, hazel, birch, rowan, oak
- Year-round colour: Hawthorn, hazel, birch, rowan, cherry, dogwood
- Wood fuel: Ash, birch, cherry, oak, hornbeam
- Wild harvest: Hazel, blackthorn, crab apple, elder, dog rose

All packs also include a special royal sapling, grown from tree seeds collected on royal estates such as Sandringham and Windsor.

To apply, please visit <http://www.woodlandtrust.org.uk/en/jubilee-woods/get-involved/Pages/community-tree-packs.aspx>. The deadline for March deliveries is 3 February 2012 and for November deliveries, 5 October 2012.

Follow the Olympic Torch Relay

The Olympic Torch Relay Route will be going through Cambridgeshire and Peterborough in 2012. This provides a real opportunity for our communities to showcase what makes them unique and special.

8,000 inspirational people will carry the Olympic Flame as it journeys across the UK. Nominated by someone they know, it will be their moment to shine, inspiring millions of people watching in their community, in the UK and worldwide.



The media will film the route of the Olympic Torch and they will want to show the diversity and uniqueness of the places it passes through.

All our communities will have an opportunity to animate the route and to cheer on the Torch Bearers as they run through our towns and villages.

It is hoped that communities will come together and decorate their route with bunting, and flags and that groups such as choirs, bands, dancers, jugglers, performers, entertainers and schools will get involved and perform along the route.

The Olympic Torch Relay route has been planned so that the Flame will come within ten miles of 95 percent of people in the UK. You can find map showing the torch's route at <http://www.london2012.com/olympic-torch-relay-map>

There will be an evening celebration in Peterborough on the evening of Tuesday 3 July and the flame will arrive on Parker's Piece in Cambridge for an evening celebration at The Big Weekend on Saturday 7 July 2012.

Take part in All the Bells

Friday 27 July 2012 will be no ordinary morning. At 8.00 a.m. people all across the UK will ring bells to perform Martin Creed's *Work No. 1197: All the bells in a country rung as quickly and as loudly as possible for three minutes*, a piece specially commissioned as part of the London 2012 Festival – the culmination of the four-year Cultural Olympiad.

Hand bells, door bells, bicycle bells, church bells, town hall bells, sleigh bells, cow bells, school bells, last orders bells, dinner bells... where there is a bell, we need someone to ring it!

To find out more about how your community could be involved, visit <http://www.allthebells.com>.

Become a Local Leader

The 2012 Local Leaders initiative is an invitation to people across the UK to take the 2012 Games into their community and create their own celebrations next year, for the Olympic Torch Relay and other key moments during the Olympic and Paralympic Games.

People are encouraged to sign up to the Local Leader programme to receive further information on a range of themed celebration ideas focusing on the Opening Ceremony evening, gardening, quizzes and barbecues and be in the front row to receive free London 2012 event materials.

Visit <http://www.london2012.com/get-involved/local-leaders/index> to sign up.

London 2012 Festival

Sign up to be among the first to receive information about the London 2012 Festival at <http://www.london2012.com/festival>. The London 2012 Festival will be the UK's biggest ever cultural festival, with 1,000 events and over 10 million free opportunities to take part. There should be something to suit everyone's interests.

Get Dancing

Get dancing and sign up for the Big Dance at <http://www.bigdance2012.com>. You can take part in a world record breaking attempt on 18 May, or get involved for Big Dance Week that will run from 7 - 15 July, including the Big Street Dance on 14 July.

Join Hopscotch to Victory

Live Arts Collective East (LACE) are enlisting hundreds of participants of all ages in an attempt to set the world record for the most people playing hopscotch in the same place, at the same time in Summer 2012! The world record attempt will be held on Saturday 30 June in Castle Park as part of Colchester Carnival and Essex County Council's major cultural celebration, *Sparks will Fly*, which is part of the London 2012 Festival.

Hopscotch to Victory is part of the London 2012 Cultural Olympiad and has been awarded the prestigious Inspire mark. Alongside the world record attempt, LACE have created an educational pack for primary schools focusing on the origins of hopscotch and its uses as an artistic and sporting activity that encourages creativity, physical activity and learning.

You can watch their video, find out more information, sign up to take part and download the educational pack at <http://liveartcollectiveeast.com/hopscotch-to-victory>.

SECTION 5: SOURCES OF FUNDING

Helping you celebrate the London 2012 Olympic and Paralympic Games

The London 2012 Olympics and Paralympic Games will be taking place over the summer of 2012. The Olympics take place from 27 July - 12 August 2012 and the Paralympics from 29 August – 9 September 2012.

Cambridgeshire County Council has funding to help local groups and organisations create activities and events that will celebrate the London 2012 Olympic and Paralympic Games in the local community. Your celebration must be inspired by London 2012, but it does not have to be a new event or activity.



The Council wants people to devise celebrations in their community that ‘welcome the world’, or involve and inspire young people and create a lasting and positive legacy in the community. Grants will be up to a maximum of £500 and additional funding or support in kind will be expected.

The Council is happy for people to generate their own ideas, but here are a few to help:

- Arts workshops to make banners, bunting or flags
- Inter club sporting events or matches or inter village games
- Screening of Olympic / sports films
- A Big Dance event to tie in with Big Dance week (7 – 15 July 2012) – see www.bigdance2012.com
- Hosting Olympic and Paralympic sports taster or coaching sessions
- Assistance to make a sports or cultural event accessible e.g. capital equipment
- Arts, sports clubs and societies jointly celebrating
- Mass participation activities at existing community events
- Events as part of Cambridgeshire Competes www.cambridgeshirecompetes.org.uk
- Events as part of Three Step Endeavour www.liveartcollectiveeast.com/three-step-endeavour
- First time community events e.g. annual village walk, launch of a town choir, community sports matches
- Education and learning projects

Events must take place between 21 June 2012 and 9 September 2012. Applications must be received by one of three deadlines – 20 January 2012, 29 February 2012 and 9 April 2012. A small selection panel will make the final decision on grants. Applicants will be notified within 10 days of the closing date. Only one award will be made per event.

The application form can be downloaded from the County Council’s website at <http://www.cambridgeshire.gov.uk/leisure/olympics2012/Small+Grants+2012.htm>

SECTION 6: NEED MORE HELP?

If you need more help with your ideas for a community event, or if you are planning something on a slightly bigger scale, then you may find it useful to talk to Cambridgeshire ACRE's Community Advice team.

To contact them, please call:

- Philip Peacock on 01353 865033 (email philip.peacock@camsacre.org.uk); or
- Julie Weekes on 01353 865 (email julie.weekes@camsacre.org.uk).

Arts Development East Cambridgeshire (ADeC)

ADeC provides free advice to groups in East Cambridgeshire planning events including the arts, and as part of the Celebrating 2012 programme will be running at least one drop in advice session for people planning community events in the district (with more depending on demand). Our advice is provided by members of the ADeC team who have significant experience in both community and larger scale event management.

Contact tel: 01353 669022

Web: <http://www.adec.org.uk>

stART

start, an organisation supporting arts development in South Cambridgeshire, has produced an excellent guide for running community arts events which is available to download at <http://www.start-arts.org.uk/start-activities/start-toolkit>. The toolkit has a good section on why and how to complete a risk assessment.

SECTION 7: OTHER USEFUL CONTACTS

Cambridge City Council

Mandela House, 4 Regent Street
Cambridge, CB2 1BY
Tel: 01223 457000

Web: www.cambridge.gov.uk

Cambridgeshire County Council

Shire Hall, Castle Hill
Cambridge, CB3 0AP
Tel: 0345 045 5200

Web: www.cambridgeshire.gov.uk

East Cambridgeshire District Council

The Grange, Nutholt Lane
Ely, CB7 4EE
Tel: 01353 665555

Web: www.eastcambs.gov.uk

Fenland District Council

Fenland Hall, County Road
March, PE15 8NQ
Tel: 01354 654321

Web: www.fenland.gov.uk

Huntingdonshire District Council

St Marys Street
Huntingdon, PE29 3TN
Tel: 01480 388388

Web: www.huntingdonshire.gov.uk

Peterborough City Council

Bayard Place, Broadway
Peterborough, PE1 1FZ
Tel: 01733 747474

Web: www.peterborough.gov.uk

South Cambridgeshire District Council

South Cambridgeshire Hall, Cambourne Business Park
Cambourne, Cambridge, CB23 6EA
Tel: 03450 450 500

Web: www.scambs.gov.uk