



Plan a Neighbourhood

# PARTY!

This guide is intended for small neighbourhood gatherings of less than 200 people who live in your neighbourhood.



# Hosting a Neighbourhood Party

Neighbourhood gatherings are a great way to **meet your neighbours, build connections,** and **create community spirit.** This guide explains your options for hosting a small gathering in Woodstock.

If you'd like to **host**, but don't know where to start, ***this guide is for you!***

This resource outlines some of the common **tasks and considerations** that go into organizing a small neighbourhood gathering or party and offers **helpful tools** to make it easier.

## Reasons to Host a Party

Meet your neighbours and **help people feel welcome.**





















Develop **new friendships** and **hobbies.** Maybe someone down the street from you has a hobby you've always wanted to try!

Create stronger connections. People who feel **more connected** to their neighbourhood play a more **active role** in keeping it **clean, and safe.**

Learn more about your neighbours. You can find out who might need some help and those who might be able to **offer help.**

To have **FUN!**

# Types of Gatherings

Decisions	1. Neighbourhood Social 	2. Block Party on a Street 	3. Party in a Park 
<b>Location</b>	Front porch, yards or driveways	Street (some streets not suitable)	Neighbourhood park
<b>1 - 50 Guests</b>			
<b>Up to 200 Guests</b>			
<b>Fees</b>			
<b>Insurance</b>			
<b>Permits</b>			
<b>Public Health Inspection Form</b>		If cooking food	If cooking food
<b>Temporary Business Licence</b>		With food sales	With food sales

# Choose Your Gathering Type

## Option 1 – Neighbourhood Social

This is a small, casual gathering held on private property, such as a porch, driveway, or backyard. It is the easiest option to organize because fewer approvals are needed.

### Best for:

- Up to 50 guests
- Neighbours from the immediate area
- Casual, low-key gatherings

### What to know:

- Held on private property
- No road closure required
- Potluck or bring-your-own-food works well
- No food licence is required for potluck or bring-your-own-food events

## Option 2 – Block Party on a Street

A block party is a great way to bring neighbours together on your street. These events are meant for local residents and usually include simple, low-cost activities.

### Best for:

- Up to 200 guests
- Residents of the surrounding area
- Events held on a residential street

### What to know:

- A road closure permit is required
- A road closure fee of \$250 applies
- Minimum \$2M liability insurance required
- You can use your own insurance provider or purchase insurance through the City of Woodstock
- Some streets may not be suitable for a closure
- To host a block party, complete the [Block Party Request Application](#) on the City of Woodstock website

## Option 3 – Party in a Park

A park is another good option if you need more space. Because parks are public spaces for all residents, permits and rental fees apply.

### Best for:

- Up to 200 guests
- Neighbourhood gatherings that need more room
- Events held in a public outdoor space

### What to know:

- A [Special Event Request Application](#) and permit is required
- Permit fees depend on the location and number of guests
- Rental fees start at \$45 and include one garbage container
- Additional garbage containers are available for a fee, or you can take your waste home
- Minimum \$2M liability insurance required
- You can use your own insurance provider or purchase insurance through the City of Woodstock, starting at about \$50, depending on the size of the event and planned activities

## Important Rules to Know:

- Keep noise at a reasonable level and follow the noise by-law
- Alcohol is not allowed on public property
- A public health inspection form is required if you are cooking food on site
- A temporary business licence is also required if you are selling food
- Emergency vehicle access must be maintained
- Fireworks are not allowed without a permit



# Planning Your Block Party

## Getting Started

Planning a neighbourhood gathering does not need to be complicated. Start with these simple steps.

### 1. Talk to Your Neighbours

Start by asking your neighbours if they are interested, to help estimate how many people may attend and whether others would like to help organize the event. If you are planning a street block party, remember to get the [Neighbourhood Acknowledgment Form](#) signed by neighbours on your street.

### 2. Choose the Location

Decide whether your event will be on private property, on a street, or in a park. Your location will determine what permits, fees, and insurance may be required.

### 3. Pick a Date

Choose a date that gives you enough time to plan and give neighbours notice. When choosing a date, think about:

- Who lives in your neighbourhood
- Whether a weekday evening or weekend works best
- The best time for families, children, and seniors
- Whether you want a rain date

### 4. Decide on Food and Activities

Keep things simple. Potlucks and picnics are easy options. If you plan to sell food or bring in a food truck, permits and inspections may be required.

### 5. Create Your Set-Up Plan

Think about how the space will be used. Decide where people will sit, where food will go, and where activities will happen. Make sure there is space to move around safely. You may also want to plan for:

- Tables and chairs
- Plates, cutlery, cups, and beverages
- Garbage and recycling bins
- Barbecue use and who will cook
- Whether guests should use their own bathrooms
- Whether pets are allowed

# Planning Your Block Party

## 6. Submit Any Required Applications

If your event is in a park, complete the [Special Event Request Application](#), if it's on your street, fill out the [Block Party Request Application](#) as soon as your details are confirmed.

## 7. Invite Your Neighbours

Once your plans are in place and any approvals are received, invite your neighbours by sharing the event details on your neighbourhood social media group, create posters and/or invites to distribute. Below is a sample invitation you can use - or feel free to make your own!



### Join Us for a Neighbourhood **CELEBRATION!**

Date:

RSVP to:

By:

Time:

Phone:

Location:

Email:

Details:

# Activity Ideas

Want to plan some activities to help break the ice or just have some fun? There are lots of great resources online but here are a few to inspire you!

## 1. Get to Know You Bingo

Create bingo cards that include fun facts about you and your neighbours.

## 2. Lawn Games

From washer toss, corn hole to egg toss or sack races, there are lots of fun and easy games you can play.

## 3. Balloon Toss



## 4. Bike Parade

Encourage children to decorate their bikes and parade down the sidewalk!

## 5. Scavenger Hunt

A great way to explore your neighbourhood.

## 6. Craft Table

Print colouring pages or gather some rocks to paint.



## Need More Information?

[events@cityofwoodstock.ca](mailto:events@cityofwoodstock.ca)  
519-539-2382 x 4104