***Letter to residents promoting your Street Party template***

(Insert date)

Dear Neighbours,

**Come and join our Street Party on 22nd September (Insert time)!**

Richmond Council has given us permission to go ahead for a Street Party on Car Free Day.

The play street will be happening on 22nd September 2019 between xx and xx.

The street party for Car Free Day are roads which are dedicated for our children to play for a few hours. Children of all ages are welcome to play outside on their bikes, scooters, chalk, skipping ropes etc. It’s a great opportunity for everyone in our street to meet and get to know each other. Whether you have young children or not, you are more than welcome to come along!

**How it works**

For children to be able to play on the streets safely, we will need to close the road. Residents will still be able to access the road however will be asked to drive at a very reduced speed and will be walked in/out by stewards.

**We need your help to stay safe!**

At the street party, parents/carers are responsible for their own children.

We also need some volunteers to stand at the road closure points and divert traffic. If you are interested in volunteering, please contact me. However, any residents with cars do not have to move, though they may want to consider parking elsewhere.

We hope to see you there!

**Best wishes,**

(Insert your name/s)

(Insert your address and contact details here)