



Corporate Services Commission

Request Received: January 2011

Event Code: 2011-027a

SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Unionville Village Festival – Unionville Fun Run

Overview: Unionville Fun Run
Date & Time: Sunday, June 5, 2011
Location: Main Street & Carlton Road
Admission: Open to the public

Organization & Contact Information

| | | | |
|-----------------|------------------------|----------|----------------------------|
| Name: | Ken Davis | Eve Tel: | 905-472-1895 |
| Title: | | Cel Tel: | 416-522-6287 |
| Organization: | Unionville Fun Run | Fax: | 905-477-3995 |
| Address: | | Email: | far_runner@yahoo.ca |
| City, Prov, PC: | Unionville, ON L3R 9W6 | Web: | www.unionvillefestival.com |
| Day Tel: | 905-803-1667 | | |

Alternative Organization & Contact Information

| | | | |
|-----------------|----------------------------------|----------|----------------------------|
| Name: | Paula Roberts | Eve Tel: | 905-947-9506 |
| Title: | Chair | Cel Tel: | 416-918-4100 |
| Organization: | Unionville Village Festival | Fax: | 905-477-0411 |
| Address: | 4261 – A14 Highway 7 – Suite 196 | Email: | paula@robertsgroup.ca |
| City, Prov, PC: | Unionville, ON L3R 9W6 | Web: | www.unionvillefestival.com |
| Day Tel: | 905-477-1454 | | |

Road Use Contact Information

| | | | |
|------------|-----|-------|-------------------|
| Day Prior: | Ken | Davis | 905-472-1985 |
| Day of: | Ken | Davis | 416-522-6287 Cell |

Roads Involved

SUNDAY, JUNE 5, 2011

0700h – 1000h

This event is a race through Unionville with runners using sidewalks and roadways on the following roads

Forwarded Through Co-ordinator of Special Events:

101 Town Centre Blvd., Markham, ON L3R 9W3
Tel: 905-477-7000 ext. 3797 Fax: 905-475-4710
Email: specialevents@markham.ca

- | | |
|--|------------------|
| 1. Start on Carlton Road (at Main Street) in front of Varley Art Gallery | Primary |
| 2. Run northwest on Carlton to Toogood Park near Pomander (path near transformer) | Local |
| a. Follow trail to end of Toogood Pond | |
| 3. Go northeast towards Toogood Pond and Toogood Pathways | |
| 4. Circle Toogood pathways to exit onto 16 th ave | Toogood Pathways |
| a. (keeping river to the right) | |
| 5. Go east of 16 th Avenue along the sidewalk and turn south onto Normandale Rd | Local |
| 6. Follow Normandale Rd around and back onto 16 th Ave | Local |
| 7. Proceed east on 16 Ave and re-enter Toogood Park prior to Aiken Circle) | Primary |
| 8. Exit park system onto Toogood Pond Park Rd to Main Street | |
| 9. Proceed south on Main Street & turn west onto Carlton Rd (Road Closure required) | |
| 10. End in front of Varley Art Gallery | |

PLEASE NOTE:

- Participants will be on the sidewalk of 16TH Avenue (east of Village Parkway) to Aitken Circle
- Carlton Road from west of Main Street Unionville to east of Pomander will be restricted to one lane with limited vehicle access except for emergency vehicles.

Traffic Control Map

Parking Control Plan:

Please describe what preparations are in place to accommodate participants/guests parking:

Municipal lots will be opened and all side streets will be utilized.

Community Notification Plan:

Please describe what methods are being utilized to inform the community of the upcoming road closures 14 days prior to event:

Notification will be done on the Town of Markham websites and Town Page

Request for Supplies:

A limited number of pylons and safety vests are available from the Roads Maintenance Department located at 555 Miller Avenue in Markham. All pick-ups and returns are the responsibility of the borrower and a request form must be completed prior to receiving items:

Pylons: client to pick up pylons for 5K Fun Run
 Safety Vests:

Barricade Drop Points:

The Town of Markham will deliver barricades that will consist of two orange coloured A-Frame Stands and a 2' X 6' board that measures approximately 10'-14' in length. These barricades weigh approximately 50lbs and are the responsibility of the applicant to assemble and disassemble unless otherwise noted.

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Location of barricade drop points:

Sunday, June 5, 2011 – Unionville Festival 5K Fun Run – Barricades

- 4 @ Carlton & Main Street
- 1 @ - Carlton & Pomander
- 1 @ - Carlton & Wembly
- 1 @ - Carlton & McKay

- 2 @ - 16th Normandale Road West Entrance
- 2 @ - 16th Normandale Road East Entrance
- 1 @ - Normandale & Delhi Cres
- 1 @ - Normandale & Caledonia Crt
- 1 @ Normandale & Ritter Cres (south entrance)

- 1 @ Main & Toogood Pond Park Rd
- 1 @ Main & Hastings Drive
- 1 @ Main & Library Lane

Barricades must be manned at all times during the event

Documentation:

Road Closure Fee:

Amount:

☐ Waived

Credited to Account Number: 700-998-9299

Approval Levels:

Road Use that is contained to Town of Markham roadways requires:

☐ Council Approval
Traffic is interrupted

☐ York Region Transportation & Works Department

Conditions of Road Closure:

- Emergency access for emergency vehicles must be maintained at all times. Failure to comply could result in suspension of the event.
- The road right of way must be clear of litter and debris within the 24 hours following the event. Failure to do so will result in Town Staff completing the task at a cost of \$150 per hour (3 hour minimum) with charges being the responsibility of the event.

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- GO Transit has requested that all railway crossings be kept clear of booths or other fixed objects
- Comply with any and all other conditions imposed by the Town of Markham and its Departments.

One week prior to the event:

- Confirm arrangements for barricades, pylons and road signage with the Special Events Coordinator
- Payment of fees for goods and services provided by the Town of Markham must be received
- Appropriate approvals
- Provide notification to all affected residences, churches and businesses regarding the date, time and duration of the road(s) closure
- Post signs notifying the public of the road closure and potential traffic delays

Cancellation of a Road Closure:

If the timing of the road closure is altered for any reason, the applicant must immediately notify the following emergency services:

- | | |
|--|------------------------|
| • Markham Fire & Emergency Services | 905-477-2011 |
| • EMS | 800-668-7821 |
| • York Regional Police | 905-881-1221 ext 7001 |
| • Town of Markham, Special Events Co-ordinator | 905-477-7000 ext. 3797 |

Circulation:

Town of Markham

- | | |
|---|-------------------------------|
| • Commissioner, Fire & Community Services | • Mayor & Members of Council |
| • Director, Leisure & Cultural Services | • MFES Alarm Room Station 95 |
| • Director, Operations & Asset Management | • MFES Fire Chief |
| • General Manager, Operations | • Special Events Co-ordinator |
| • Markham Hydro | • Town Clerk |

York Region

- | | |
|-------------------|------------------------|
| • York Region | • York Region Transit |
| • York Region EMS | • York Regional Police |

Other

- | | |
|-------------------------|------------------------------|
| • 407 ETR | • Ministry of Transportation |
| • Area Churches | • Toronto Transit Commission |
| • BIA – Markham Village | • Go Transit |
| • BIA - Unionville | • Ontario Provincial Police |

Comments

April 20, 2010 - Since this event is not closing roads, it will not be forwarded to Council for approval (to check if still valid)

**Please sign and return to the Special Event Coordinator at least 60 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

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I/We _____, on behalf of _____, the party requesting the rental/use of The Corporation of the Town of Markham Facility/Location noted above on this form (the "Facility/Location") do hereby hold and save harmless and agree to indemnify The Corporation of the Town of Markham and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors and assigns with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use by me/us/it of the Facility/Location.

I/We have read and understood the Special Event Registration Form and its terms and conditions and agree to abide by them during the rental/use of the Facility/Location.

Client Signature: _____ **Date:** _____

I/We have the authority to bind the corporation.

May 26, 2008 – sent to all distribution

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