



REQUEST RECEIVED: Nov 18, 2010

EVENT CODE 2010- 080

COMMUNITY EVENT – WORK ORDER
ROAD USE NOTIFICATION

EVENT NAME: Festival of Lights

EVENT ORGANIZER CONTACT – ORGANIZATION INFORMATION

Name: Christine Matthews
Title: Event Coordinator
Host Organization: Markham Village BIA
Address: 132 Robinson Street
City, Prov, PC: Markham, Ontario
Day Tel: 905 472-2462
Eve Tel: 905 472-5990

Cell Tel:
Fax: 905 472-8530
Email: info@mainstreetmarkham.com
Web: www.mainstreetmarkham.com

ROAD USE CONTACT INFORMATION

Day Prior: Christine	Matthews	905 472-2462
First	Last	Phone #
Day of: Christine	Matthews	905 472-2462
First	Last	Phone #

ROADS INVOLVED (please provide the route & map)

Please indicate whether the event will be contained to the sidewalks, roadways and/or road closure. List the street(s) and/or roads affected and proposed closures from start to finish route.

This event will utilize both sidewalks on the following roads:

Please indicate the date, time and location of the event

Event Set-up Date:	November 27, 2010	Event Tear Down Date:	November 27, 2010
Event Set-up Time:	2:00 pm	Tear Down Event Time:	11:00 pm
Event Start Time:	3:00 pm	Event End Time:	10:00 pm
Event Location:	Robinson Street east & west Main Street Markham will be opened		

Access east from Main Street Markham is closed to

b) Robinson Street --Local - 3:00 pm – 10:00 pm
Access west to Main Street Markham is closed to –

b) Robinson street— -Local – 3:00 pm – 10:00 pm

ALTERNATE ROUTE OR SITE PLAN (use for road closure—please provide alternate route plan for traffic)

BARRICADES DROP LOCATION(S):

Location & quantity of barricade drop off points: 24

12@ Main & Robinson Street west—east end of Plaza entrance (grassy area by 132 robinson street)

12@ corner of Robinson & George street (grassy area) (they should already be there from the santa parade

Does your event require “Road Closed Ahead” signage? Yes

Advance signage road closure—I would like 2 “ No Turn on Robinson” on Main Street Markham, ½ block from the intersection of Main street markham and robinson as there will be no left of right turns allowed

If yes, please indicate the quantity and location(s) drop off:

MUNICIPAL PARKING LOTS INVOLVED

Use of Municipal parking lot Yes _____ No _____

Indicate the Parking Lot Location _____ Time of Use _____

PARKING/ TRAFFIC & TRANSPORTATION CONTROL PLAN

Participant and Guest Parking Plan:

PYLONS & SAFETY VESTS

Quantity required:

Pylons: _____ 10 _____

Safety Vests: _____

REGIONAL & PROVINCIAL ROADS

Use of regional or provincial roads Yes _____ No _____



Road Closure Fee:

Amount: \$100.00 plus GST

Credited to Account Number: 700-998-9299

Approval Levels:

Road Use that is contained to Town of Markham roadways requires approval from the following group(s):

☐ Clerks Department

Road use is contained within a specified area in which there is a minimum number of homes involved

☐ Council Approval

Main traffic is interrupted

Road Use that occurs within the right-of-way of a regional road requires:

☐ York Region Transportation & Works Department Permit

Road Use that occurs within the right-of-way of a provincial road:

☐ Ministry of Transportation/Road Work Scheduling & Coordination Unit

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 |
| • York Region EMS | 800-668-7821 or 705-726-8103 |
| • York Regional Police | 905-881-1221 ext. 7001 |
| • Town of Markham, Community Event Coordinator | 905-477-7000 ext. 3797 |

Distribution:

Town of Markham

- Corporate Communications – Web Master
- By-Laws
- Power Stream
- Mayor & Members of Council

- MFES
- Operations & Asset Management
- Community Event Coordinator
- Town Clerk

York Region

- York Region EMS
- Roads Transportation

- York Region Transit
- York Regional Police

Other

- 407 ETR
- Area Churches
- BIA – Markham Village
- BIA - Unionville
- Go Transit – Bus Operations

- Ministry of Transportation
- Ontario Provincial Police
- Toronto Transit Commission

Via Fax to:

- Georgian Ambulance Dispatch Centre 705-739-6831
- OPP 905-841-6794
- Student Buses 905-713-2533