



Community & Fire Services Commission

Request Received: October 4, 2008

Event Code: 2008-080

SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Santa Fest-Festival of Lights

Event Owner: Client

Overview: The Markham Village BIA invites you to 24th annual Santa Fest-Festival of Lights.

Date & Time: Saturday, November 29, 2008 1200h – 2200h

Location: Main Street Markham

Admission: Open to the public

Organization & Contact Information

Name: Phil Howes

Title: Manager

Organization: Markham Village BIA

Address: 132 Robinson Street

City, Prov, PC: Markham, ON L3P 5H5

Day Tel: 416-617-0118

Eve Tel: N/A

Cel Tel: 416-617-0118

Fax: 905-472-8530

Email: info@mainstreetmarkham.com

Web: www.mainstreetmarkham.com

On Scene Emergency Contact

Name: Phil Howes

Contact Number: 416-617-0118

Road Use Contact Information

Day Prior: Phil Howes 416-617-0118

Day of: Phil Howes 416-617-0118

Roads Involved

Saturday, November 29, 2008 1200h – 2200h

- ☐ This event will utilize both sidewalks and roadways on the following roads:
 - A. Main Street Markham north from Highway 7 to South of Parkway Avenue -Primary Response Road
 - B. Access east from Main Street Markham is closed to
 - a. Centre Street Primary
 - b. Robinson Street Primary
 - C. Access west from Main Street Markham is closed to
 - a. Thompson Crt. Local
 - b. Dublin Street Secondary Response

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



c. Robinson Street

Primary

Traffic Control Map

Comments:

Parking Control Plan:

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

Public Parking Lots adjacent to the site

Community Notification Plan:

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

Letter from the Markham Village BIA will go to local residents and businesses

Notification will also be posted on the Town of Markham website, Markham Village BIA Website and the Village Voice

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: No
Safety Vests: No

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.

Location of barricade drop points:

- 4 @ Main & Parkway
- 4 @ Main & Highway 7
- 2 @ Main & Wilson
- 2 @ Main & Robinson St. west - east end of Plaza entrance
- 5 @ George - Joseph - Washington
- 2 @ Main & Centre Street
- 1 @ Robinson St-Bank Parking Lot
- 2 @ Main St-Old Town Hall Parking Lot
- 2 @ Main St and Dublin
- 1 @ Robinson & Hawkridge + local traffic only sign
- 1 @ Main St. & St. Andrew's Presbyterian Church Parking Lot Entrance (143 Main St.)
- 1 Markham Village Lanes lot entrance & Main St.
- 6 @ Markham Village BIA Parking Lot at 132 Robinson Street

Documentation:

Required

Received

Special Events

101 Town Centre Blvd., Markham, ON L3R 9W3

Tel: 905-477-7000 ext. 3797 Fax: 905-475-4710

Email: specialevents@markham.ca



Hold Harmless Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Deposit	<input type="checkbox"/>	<input type="checkbox"/>

Road Closure Fee:

Amount: ☐ Paid ☐ Waived

Credited to Account Number: 700-998-9299

Approval Levels:

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

- ☐ Council Approval
Traffic is interrupted

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.
- 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 and pylons 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 road closure is cancelled for any reason, the applicant must immediately notify the following emergency services:

- | | |
|-------------------------------------|--------------|
| • Markham Fire & Emergency Services | 905-477-2011 |
| • EMS | 800-668-7821 |

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- | | |
|--|------------------------|
| • 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:

This is an annual closure.

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