



## SPECIAL EVENT – WORK ORDER ROAD USE NOTIFICATION

Event Name: Markham Fair

Owner: Client

**Overview:** Markham Fair, hosted annually by the Markham and East York agricultural society, is one of Canada's oldest country fairs. Since 1844 the fair has been providing the community with a showcase for talents and products in a friendly competitive spirit.

**When:** Thursday, October 2, 2008 0900h – 2200h  
Friday, October 3, 2008 0900h – 2200h  
Saturday, October 4, 2008 0900h – 2200h  
Sunday, October 5, 2008 0900h – 1800h

**Location:** Markham Fair Grounds  
10801 McCowan Road

**Admission:** Adult/Youth: \$10.00 (\$8.00 Thursday Only)  
Child 12 & Under: \$2.00  
Seniors: \$7.00 (\$5.00 Thursday Only)  
Pre-School Children: 4 Years & Under Free  
Elementary School Groups: \$2.00 Per Person  
Family Pass: 2 Adults + 3 Children \$20.00  
4-day Passport: Adult \$18.00

### Organization & Contact Information

<b>Name:</b>	Dan O'Brien	<b>Eve Tel:</b>	
<b>Title:</b>	General Manager	<b>Cel Tel:</b>	416-571-3283
<b>Organization:</b>	Markham Fair	<b>Fax:</b>	905-640-8458
<b>Address:</b>	10801 McCowan Road	<b>Email:</b>	office@markhamfair.ca
<b>City, Prov, PC:</b>	Markham, ON L3P 3J3	<b>Web:</b>	www.markhamfair.ca
<b>Day Tel:</b>	905-642-3247		

### Road Use Contact Information

<b>Day Prior:</b>	Dan	O'Brien	416-571-3283
	<i>First Name</i>	<i>Last Name</i>	<i>Telephone</i>

<b>Day of:</b>	Dan	O'Brien	416-571-3283
	<i>First Name</i>	<i>Last Name</i>	<i>Telephone</i>

**Roads Involved**

Thursday thru Sunday; October 2, 2008 – October 5, 2008

Thursday, October 2, 2008	0900h – 2200h
Friday, October 3, 2008	0900h – 2200h
Saturday, October 4, 2008	0900h – 2200h
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Classification of roads in use: primary,

- ☐
- This event will utilize both sidewalks and roadways on the following roads:

A. Elgin Mills Rd between Hwy 48 and McCowan Rd

Primary Response Rd

**Municipal Parking Lots Involved**

- ☐
- Not required

**Parking Control Plan:**

*Please describe what preparations are in place to accommodate participant/guest parking:  
Volunteers & paid staff to manage traffic flow in to existing parking lots*

**Community Notification Plan:**

*Please describe what methods are being utilized to inform the community of the upcoming road closures 14 days prior to event:  
Economists & Sun, website & community flyers*

**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: Not required  
Safety Vests: Not required

**Barricade Drop Points:**

*The Town of Markham will deliver barricades that will consist of two orange colored 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 &amp; quantity of barricade drop points:

Closed Signage - Local Traffic Only

Elgin &amp; McCowan Rd

Elgin &amp; Hwy 48

**Please Note:**

- Barricades on local, secondary, rural streets are to be manned at all times with volunteers (V) that are at least 18 years of age
- Barricades on arterial/primary, 400 series, regional streets require hired security personnel (SP) or York Regional Police (YRP) or York Regional Police Pay Duty Officers (PDO)



**Documentation:**

	Required	Received	
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"/>	
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	As developed by Town of Markham Operations – Roads Maintenance 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.
- Compliance 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, safety vests 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

Additional Conditions:

**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 requires approval from the following group(s):

- ☐ Council Approval  
Main traffic is interrupted

**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, Special Events Co-ordinator | 905-477-7000 ext. 3797       |

**Distribution:**

## Town of Markham

- |   |                                 |
|---|---------------------------------|
| • Corporate Communications – Web Master | • MFES                          |
| • By-Laws                               | • Operations & Asset Management |
| • Power Stream                          | • Special Events Co-ordinator   |
| • Mayor & Members of Council            | • Town Clerk                    |

## York Region

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

## Other

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

## VIA Fax:

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

**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.**

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.

