



Request Received: April 25, 2008

Event Code: 2008-044B

SPECIAL EVENT – WORK ORDER ROAD USE NOTIFICATION

Event Name: Pedestrian Mall

Overview: Come one! Come all! Join the merchants and artisans of Main Street Markham as they celebrate the significant heritage and culture of the original historic Downtown Markham as it was before the days of the automobile! Main Street Markham will be closed to vehicular traffic but open to pedestrians from North of Hwy 7 to 144 Main Street North and Robinson Street East, allowing guests to stroll through the historic Street in old time peace and quiet, just like when Main Street Markham and the original town of Markham were before the age of the automobile.

When: Sunday, July 20, 2008 10:00 am – 6:00 pm
Sunday, October 5, 2008 10:00 am – 6:00 pm

Facility/Location: Main Street Markham, Robinson St. East

Admission: Anticipated Number of People: 500

Will Alcohol Be Served: No

Organization & Contact Information

Name:	Phil Howes	Eve Tel:	N/A
Title:	Manager	Cel Tel:	N/A
Organization:	Markham Village BIA	Fax:	905-472-8530
Address:	132 Robinson Street	Email:	info@mainstreetmarkham.com
City, Prov, PC:	Markham, ON L3P 5H5	Web:	www.mainstreetmarkham.com
Day Tel:	905-472-2462		

Road Use Contact Information

Day Prior:	Phil	Howes	905-472-2462
	<i>First Name</i>	<i>Last Name</i>	<i>Telephone</i>
Day of:			
	<i>First Name</i>	<i>Last Name</i>	<i>Telephone</i>

Summary of Roads Involved

Sunday, July 20, 2008	10:00AM – 6:00 PM
Sunday, October 5, 2008	10:00 AM – 6:00 PM

☐ This event will be contained to the road closures and sidewalks on the following roads:
Classification of roads in use Regional and Local: 1000Am – 6:00PM

☐ This event will be contained to the road closure and sidewalks on the following roads:

- Main Street Markham north from Highway 7 to South of parkway Avenue -Primary
- See also note under "Parking control plan"
- Access east from Main Street Markham is closed to -
 - a. Centre Street - -Primary
 - b. Robinson Street - -Primary
- Access west from Main Street Markham is closed to -
 - a. Dublin Street - -Secondary Response
 - b. Robinson Street - -Primary
 - c. Wilson Street - -Primary
-

Municipal Parking Lots Involved

Day, Date, Year

☐ Parking Lot – Location

Time of Use

Parking Control Plan:

Please describe what preparations are in place to accommodate participant/guest parking:

- ☐ Client to provide signage for parking and detour
- ☐ Volunteers at barricades at Parkway Ave, will allow access to business & residents up to 144 Main Street N. Secondary barricades will close further access to Main Street.

Community Notification Plan:

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

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:

Safety Vests: 16

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 & quantity of barricade drop points: 14

2 @ Main & Parkway

4 @ Main & Highway 7

- 1 @ Main & Wilson
- 2 @ Main & Robinson St west – east end of Plaza entrance
- 2 @ Main & Centre St
- 2 @ 144 Main St Markham

1 @ Main and Dublin Sts.

- Advance signage road closure at Highway 7 and Parkway Avenue

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)
- Roads crew to provide clean up after event

Documentation:

	Required	Received	
Hold Harmless Agreement	☐	☐	
Liability Insurance	☐	☐	
Insurance Certificate	☐	☐	
Deposit	☐	☐	
Traffic Control Plan	☐	☐	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: \$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:

☐ York Region Transportation & Works Department

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, 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 | • BIA - Unionville |
| • Area Churches | • Go Transit – Bus Operations |
| • BIA – Markham Village | • Ministry of Transportation |



- Ontario Provincial Police

- Toronto Transit Commission

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.

