



Corporate Services Commission

Request Received: March 4, 2008

Event Code: 2008-022

## SPECIAL EVENT ROAD USE NOTIFICATION

### Event Name: Markham Village Music Festival

**Overview:** This year, the Markham Village Music Festival will be celebrating its 29th Anniversary! Six stages of entertainment, more than 100 crafts, international food vendors and a Silent Auction will create a weekend that will prove fun for the whole family!

**Date & Time:** Friday, June 20, 2008 1800h – 2200h  
Saturday, June 21, 2008 0900h – 1700h

**Location:** Main Street, Markham

**Admission:** Free

### Alternate - Organization & Contact Information

|                        |                     |                 |                         |
|------------------------|---------------------|-----------------|-------------------------|
| <b>Name:</b>           | Phil Howes          | <b>Eve Tel:</b> | N/A                     |
| <b>Title:</b>          | Manager             | <b>Cel Tel:</b> | 416-885-0028            |
| <b>Organization:</b>   | Markham Village BIA | <b>Fax:</b>     | 905-472-8530            |
| <b>Address:</b>        | 132 Robinson Street | <b>Email:</b>   | phil@markhamvillage.com |
| <b>City, Prov, PC:</b> | Markham, ON L3P 5H5 | <b>Web:</b>     | www.markhamvillage.com  |
| <b>Day Tel:</b>        | 905-472-2462        |                 |                         |

### Primary Organization & Contact Information

|                        |  |                 |                    |
|------------------------|--|-----------------|--------------------|
| <b>Name:</b>           | Dave Shearer                             | <b>Cel Tel:</b> | 416-300-5802       |
| <b>Title:</b>          | Facilities Coordinator                   | <b>Fax:</b>     | 905-472-8530       |
| <b>Organization:</b>   | Markham Village Music Festival Committee | <b>Email:</b>   | lesdave@rogers.com |
| <b>Address:</b>        | 21 Main Street No. P.O. Box 172          | <b>Fax:</b>     | N/A                |
| <b>City, Prov, PC:</b> | Markham, ON L3P 1X0                      | <b>Web:</b>     |                    |
| <b>Day Tel:</b>        | 905-554-0153                             |                 |                    |

### On Scene Emergency Contact

**Name:** Dave Shearer **Contact Number:** 416-300-5802

### Road Use Contact Information

**Day Prior:** Dave Shearer 416-300-5802

**Day of:** Dave Shearer 416-300-5802

### Special Events

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

## Roads Involved

Friday, June 20, 2008 1600h – 2300h

Saturday, June 21, 2008 0700h – 1900h

- 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
  - B. Access east from Main Street Markham is closed to
  - C. Access east from Main Street Markham is closed to
    - a. Centre Street - Primary
    - b. Robinson Street - Primary
  - D. Access west from Main Street Markham is closed to
    - a. Thompson Crt. - Local
    - b. Dublin Street - Secondary Response
    - c. Robinson Street Primary
    - a. Wilson Street Primary
  - E. Robinson Street West from Main Street Markham to Water Street Primary

## Traffic Control Map

Please indicate the following information on traffic control map:

- Streets Involved
- Barricade Locations
  - Please Note:
    - Barricades on side streets are to be manned at all times with volunteers (V) that are at least 18 years of age
    - Barricades on main streets require hired security personnel (SP) or York Regional Police (YRP) or York Regional Police Pay Duty Officers (PDO)
- Indicate parking opportunities for participants/guests and VIP's
- Emergency Access Routes
- Detour Routes for Local Traffic
- Signage indicating road closures, barricades & detours
- Number of parade marshals

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)
- 2 @ Main & Center Street
- 2 @ George St & Parkway Avenue
- 5 @ George - Joseph - Washington
- 2 @ Church St & Franklin Street
- 2 @ Franklin & Church (north)
- 1 @ Franklin & Joseph northbound-barricade only
- 1 @ Robinson St-Bank Parking Lot
- 2 @ Main St-Old Town Hall Parking Lot
- 2 @ Main St and Dublin
- 2 @ Wilson St and Water Street 50' east
- Robinson & Hawkrigde (Only Road Closed Ahead Signage Needed **no barricades**) -
- 1 @ Church Street & Elm Street
- 
- Robinson St to the east is usually closed at George / Washington area, requiring barricades for parking lot exit on north and south side of Robinson from Jim Sowerby

Please sweep road and sidewalks on Main Street Markham and Robinson Street.

### 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"/> |

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Deposit

☐☐

**Road Closure Fee:**

Amount:

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           |
| • 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 | • General Manager, Operations |
| • Director, Leisure & Cultural Services   | • Markham Hydro               |
| • Director, Operations & Asset Management | • Mayor & Members of Council  |

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*Corporate Services Commission*

- MFES Alarm Room Station 95
- MFES Fire Chief

- Special Events Co-ordinator
- Town Clerk

York Region

- York Region
- York Region EMS
- York Region Transit

- York Regional Police
- Go Transit

Other

- 407 ETR
- Area Churches
- BIA – Markham Village
- BIA - Unionville

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

**Comments:**

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.

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