



SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Farmer's Market

Overview: Every Saturday the street comes alive with local vendors selling fresh produce and crafts.

Date & Time:

Saturday, May 13, 2006	0600h – 1400h
Saturday, May 20, 2006	0600h – 1400h
Saturday, May 27, 2006	0600h – 1400h

Saturday, June 3, 2006	0600h – 1400h
Saturday, June 10, 2006	0600h – 1400h
Saturday, June 17, 2006	0600h – 1400h
Saturday, June 24, 2006	0600h – 1400h

Saturday, July 1, 2006	0600h – 1400h
Saturday, July 8, 2006	0600h – 1400h
Saturday, July 15, 2006	0600h – 1400h
Saturday, July 22, 2006	0600h – 1400h
Saturday, July 29, 2006	0600h – 1400h

Saturday, August 5, 2006	0600h – 1400h
Saturday, August 12, 2006	0600h – 1400h
Saturday, August 19, 2006	0600h – 1400h
Saturday, August 26, 2006	0600h – 1400h

Saturday, September 2, 2006	0600h – 1400h
Saturday, September 9, 2006	0600h – 1400h
Saturday, September 16, 2006	0600h – 1400h
Saturday, September 23, 2006	0600h – 1400h
Saturday, September 30, 2006	0600h – 1400h

Saturday, October 7, 2006	0600h – 1400h
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Location: Robinson Street, Markham
138 Robinson Street to 132 Robinson Street

Admission: No Admission
Vendors are to contact Markham Village BIA

SPECIAL EVENT COORDINATOR

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

**Primary Organization & Contact Information**

Name:	Michelle Sukul-Chan	Eve Tel:	N/A
Title:	Manager	Cel Tel:	416-885-0028
Organization:	Markham Village BIA	Fax:	905-472-8530
Address:	132 Robinson Street	Email:	markhamvillage@on.aibn.com
City, Prov, PC:	Markham, ON L3P 5H5	Web:	www.markhamvillage.com
Day Tel:	905-472-2462		

Organization & Contact Information

Name:	Iggy Natoli	Eve Tel:	
Title:		Cel Tel:	
Organization:	Markham Farmers' Market	Fax:	
Address:	132 Robinson Street	Email:	inatoli@rogers.com
City, Prov, PC:	Markham, Ontario L3P 5H5		
Day Tel:	905-947-9202		

Road Use Contact Information

Day Prior:	Iggy <i>First Name</i>	Natoli <i>Last Name</i>	905-947-9202 <i>Telephone</i>
Day of:	Iggy <i>First Name</i>	Natoli <i>Last Name</i>	905-947-9202 <i>Telephone</i>

Roads Involved

Dates as noted above 0600h – 1400h
Classification of roads in use: local, arterial/primary, secondary, rural, 400 series, regional
This event will utilize both sidewalks and roadways on the following roads:
A. Robinson Street from 138 west to 132

Traffic Control Map

As discussed May 2005

- Barricades can not block the sidewalks
- No large vehicle such as a truck can be parked on the traffic signal pad
- Road closed sign will be posted at both ends of closure
- Four plastic barricades will be used (2 at each end) - Farmer's Market to provide
- Two wooden barricades will be used (1 at each end) - Jim Sowerby's crew to provide the first of May and pick up again in October
- Advance notice sign will be ordered through the sign shop and posted by the Town of Markham and will read: Farmers' Market - This road will be closed every Saturday 8-1 for Farmers Market.

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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: Not required as client has their own.

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"/>

Road Closure Fee:

Amount: ☐ Paid ☐ Waived

Credited to Account Number: 700-998-9299

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Approval Levels:

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

- ☐ Clerks Department

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

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, pylons 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

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. 2255 |

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 Regional Police |
| • York Region EMS | |
| • York Region Transit | • Go Transit |

Other

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

Community & Fire Services Commission

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

Comments:

Jan 10/06 as per client to use last year's road closure info/work order as template.

Jan 11/06 Client wants Robinson St. East to be closed from 6 am – 2pm.

Feb 8/06 sent to client to review.

Feb 16/06 sent to client revised time road use notification.

**Please sign and return to the Special Event Coordinator at least 30 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

Client Signature: _____

Date: _____

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