



SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Markham Jazz Festival**Owner:** Clients

Overview: Come one! Come All! Join the merchants of Main Street Markham as they celebrate together with the community the Markham Jazz Festival. Robinson Street East will be closed to vehicular traffic allowing guests to stroll the historic street in old time peace and quiet.

Date & Time: Saturday, August 19, 2006 1400h-1800h

Location: Robinson Street, Markham

Admission: Open to everyone

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		

Alternative Organization & Contact Information

Road Use Contact Information

Day Prior: Michelle Sukul-Chan 416-885-0028

Day of: Michelle Sukul-Chan 416-885-0028

Roads Involved

Saturday, Aug 19, 2006 1400h-1800H

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 St East 1400h-1800h Primary Response Roadway

Traffic Control Map

- Barricades can not block the sidewalks
- No large vehicle such as a truck can be parked on the traffic signal pad

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



- Road closed sign will be posted at both ends of closure
- Four plastic barricades will be used (2 at each end) – Markham Jazz to provide
- Two wooden barricades will be used (1 at each end) - Jim Sowerby's crew to provide
- Advance notice sign will be ordered through the sign shop and posted by the Town of Markham and will read: Markham Jazz

Parking Control Plan:

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

Public parking lots will not be affected

Community Notification Plan:

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

Advertisements in the local newspaper as well as poster distribution

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 Requested
Safety Vests: Not Requested

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"/>

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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

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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 |
| • 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 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:

**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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