



SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Farmer's Market**Owner: Client**

Overview: Every Saturday Main Street North at Robinson. comes alive with local vendors selling fresh produce and crafts.

Date & Time:

Saturday, May 10, 2008	0800h – 1300h
Saturday, May 17, 2008	0800h – 1300h
Saturday, May 24, 2008	0800h – 1300h
Saturday, May 31, 2008	0800h – 1300h

Saturday, June 7, 2008	0800h – 1300h
Saturday, June 14, 2008	0800h – 1300h
Saturday, June 21, 2008	0800h – 1300h
Saturday, Jun 28, 2008	0800h – 1300h

Saturday, July 5, 2008	0800h – 1300h
Saturday, July 12, 2008	0800h – 1300h
Saturday, July 19, 2008	0800h – 1300h
Saturday, July 26, 2008	0800h – 1300h

Saturday, August 2, 2008	0800h – 1300h
Saturday, August 9, 2008	0800h – 1300h
Saturday, August 16, 2008	0800h – 1300h
Saturday, August 23, 2008	0800h – 1300h
Saturday, August 30, 2008	0800h – 1300h

Saturday, September 6, 2008	0800h – 1300h
Saturday, September 13, 2008	0800h – 1300h
Saturday, September 20, 2008	0800h – 1300h
Saturday, September 27, 2008	0800h – 1300h

Saturday, October 4, 2008	0800h – 1300h
Saturday, October 11, 2008	0800h – 1300h

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:	Phil Howes	Eve Tel:	N/A
Title:	Manager	Cel Tel:	416-617-0118
Organization:	Markham Village BIA	Fax:	905-472-8530
Address:	132 Robinson Street	Email:	info@mainstreetmarkham.com
City, Prov, PC:	Markham, ON L3P 5H5		
Day Tel:	905-472-2462	Web:	www.mainstreetmarkham.com

Organization & Contact Information

Name:	Iggy Natoli	Eve Tel:	
Title:		Cel Tel:	647-205-3076
Organization:	Markham Farmers' Market	Fax:	
Address:	132 Robinson Street	Email:	inatoli@rogers.com
City, Prov, PC:	Markham, Ontario L3P 5H5		
Day Tel:	905-478-4481		

Road Use Contact Information

Day Prior:	Phil <i>First Name</i>	Howes <i>Last Name</i>	905-472-2462 <i>Telephone</i>
Day of:	Iggy <i>First Name</i>	Natoli <i>Last Name</i>	905-478-4481 <i>Telephone</i>

Roads Involved

Dates as noted above 0600h – 1400h

Classification of roads in use: Primary Response Roadway.

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

A. Robinson Street from 138 west to 132

Primary Response Roadway

Traffic Control Map

As discussed in 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, and Main Street Markham Website.

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

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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. 3797 |

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 |

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- Go Transit

Other

- 407 ETR
- Area Churches
- BIA – Markham Village
- BIA - Unionville
- Ministry of Transportation
- Toronto Transit Commission
- Ontario Provincial Police

Comments:

**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.

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