

Request Received: September 2008

Event Code: 2008-161

SPECIAL EVENT - APPLICATION**Event Name: Markham Santa Claus Parade****Event Owner: Client**

Overview: Santa Claus comes to Markham! Combined with the Festival of Lights to make it a "Santa Festival"

Date & Time: Last Saturday of November
Saturday, November 29, 2008 1000h – 1300h

Location: Main Street Markham east of Highway 7 and north on of Hwy 7 to Markham Museum

Admission: Open to all!

Organization & Contact Information

Name:	Jim Sandiford	Eve Tel:	905-294-4242
Title:	Co-chair	Cel Tel:	416-729-4377
Organization:	Rotary Club of Markham Sunrise Inc.	Fax:	416-229-2583
Address:	28 Mooreland Court	Email:	mccluggage.smith@sympatico.ca
City, Prov, PC:	Markham, ON L3P 7P8	Web:	
Day Tel:	416-229-2581 ext. 23		

Alternative Organization & Contact Information

Name:	Anna Rose	Eve Tel:	
Title:	Mgr, Community Relations	Cel Tel:	
Organization:	Town of Markham	Fax:	
Address:	101 Town centre Blvd	Email:	arose@markham.ca
City, Prov, PC:	Markham, ON L3R 9W3	Web:	
Day Tel:	905-477-7000 ext. 2662		

On Scene Emergency Contact

Name: Jim Sandiford Number: 905-729-4377

Key Components – Completed By The Special Events Coordinator**WORK ORDERS****COSTING**

Forwarded Through Co-ordinator of Special Events:

101 Town Centre Blvd., Markham, ON L3R 9W3
Tel: 905-477-7000 ext. 3797 Fax: 905-475-4741
Email: specialevents@markham.ca

<p><u>Road Use Notification</u> – Saturday, November 29, 2008 0800h – 1200h</p> <p>This event will utilize both sidewalks and roadways on the following roads:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highway 7 West of Wooten Way to Highway 48 (Closed to Parade Traffic Only) <input type="checkbox"/> Highway 7 at Ninth Line to Wooten Way (Local Traffic Only) <input type="checkbox"/> Main Street Markham north of Highway 7 to 16th Avenue (Closed) <input type="checkbox"/> Main Street Markham north of 16th Avenue to just south of Bur Oak Avenue <input type="checkbox"/> Bullock Avenue east of Snider Drive east to Main Street Markham <input type="checkbox"/> Parkway Avenue west side of George Street west to Main Street Markham <input type="checkbox"/> 16 Avenue East of Fincham Avenue to west of the driveway to Garden Basket(Local Traffic Only) <input type="checkbox"/> 16th Avenue west of the driveway to Garden Basket to west of Peter Street (Closed) <input type="checkbox"/> 16th Avenue west of Peter Street to east of Mingay Ave/Stone Mason Dri (Local Traffic Only) <p>Safety Vests: 20 – Client to picked up safety vests from 555 Miller Ave, from Monday thru Friday, 8 am to 4 pm</p>	<p>TIME</p> <p>0800h – 1100h</p> <p>0800h – 1100h</p> <p>0930h – 1130h</p> <p>0930h – 1200h</p> <p>0930h – 1100h</p> <p>0930h – 1100h</p> <p>0930h – 1200h</p> <p>0930h – 1200h</p> <p>0930h – 1200h</p>
<p><u>Facilities</u> –</p> <ul style="list-style-type: none"> • Markham Museum – has contacted the facility • Markham Village Community Centre 6:30 am until 10:00 am – client has booked to two rooms for registration and change room <p><u>Facility Notification</u> -</p> <p>Santa Parade Sat–10 am Nov 29 Markham N Call 416-229-2581 ext. 23</p> <p>Please note that text should be 6 lines and 13 characters</p>	
<p><u>Street Banner</u> –</p> <ul style="list-style-type: none"> • Banner requested from November 18 thru December 2, 2008. 	
<p><u>MFES</u> – sent Oct. 14, 2008</p> <ul style="list-style-type: none"> • Parade participation • 	
<p><u>YRP</u> - sent Oct. 15, 2008</p> <ul style="list-style-type: none"> • Parade participation • 	
<p><u>Celebrate Markham</u></p> <ul style="list-style-type: none"> • A grant of \$15, 000 was requested 	
<p><u>Corporate Communications</u></p> <ul style="list-style-type: none"> • Request for support 	
<p><u>Miller Waste</u> – sent Oct. 15, 2008</p> <ul style="list-style-type: none"> • Miller Waste – One 14 yd bin – located at corner of Robinson & George St. 	

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Road Use – Parade Notification – Location & Time of Assembly:		Markham Village Community Centre Hwy 48 & Hwy 7	
	Vehicles	0830h	
	Participants	0830h	
Location & Time of Dismissal:		Markham Museum	1200h
Parade Route:		Hwy 7 East of Hwy 48 north to the Markham Museum	
Client's Responsibility			
<ul style="list-style-type: none"> • Client to provide insurance naming the Town as additional insured; • Client to pick up safety 20 vests from 555 Miller Ave, from Monday thru Friday, 8 am to 4 pm • 			

Comments

"This Celebrate Markham event has been funded in part by the Town of Markham."

**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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