



Community Event Application





REQUEST RECEIVED: EVENT CODE: 2010 -

COMMUNITY EVENT - APPLICATION

INTRODUCTION

The Town of Markham's goal is to assist event organizer(s) to plan a safe and successful event.

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, pathways, street areas or the temporary use of private property that varies from its current land use, requires approval from the Town of Markham.

Your submission of this application should not be construed as final approval or confirmation of your request. Once the application has been received it will be reviewed by the Town of Markham staff. Throughout the review process, you will be notified should your event require additional information, permits, licenses or certificates.

Delays in submitting this application and required documents, will delay the approval and ability to fulfill event requests. Events are booked on a "first come first served basis". Annual events will have first right of refusal.

Once reviewed and approved, a notification will be provided to the event organizer within 14 days of receipt of completed application and all documents.

Please note that functions promoting views and ideas likely to encourage discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, colour, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy, will not be permitted at any Town owned facility. Functions that have the intention of fundraising or collecting signatures for a petition will also not be permitted.

Please complete the application, sign and fax it to Community Relations at 905-475-4741 or email to specialevents@markham.ca

Event Name:

Narrative and/or Description of the event::

Number of Committee Staff: _____

Number of Volunteers Assigned: _____

Date: _____

Event Set-up Time: _____

Event Start Time: _____

Event Tear Down Time: _____

Event End Time: _____

Event Location: _____

Admission: _____

Estimated Attendance: _____

Event Open to the Public: Yes _____ No _____

PLEASE PROVIDE HANDDRAWN MAP OF EVENT SPACE



Main - Event Organizer Contact & Organization Information

Name:	Eve Tel:
Title:	Cell Tel:
Host Organization:	Fax:
Address:	Email:
City, Prov, PC:	Web:
Day Tel:	

Alternate – Event Organizer Contact & Organization Information

Name:	Eve Tel:
Host Organization:	Cell Tel:
Address:	Fax:
City, Prov, PC:	Email:
Day Tel:	Web:

On Site Emergency Event Organizer Contact

Name: _____ Contact Number: _____

ACCESSIBILITY PLAN

The Corporation of The Town of Markham recognizes the diverse needs of all its residents / visitors including people with disabilities. Everyone should be treated with dignity and respect.

When planning an event, event organizer should have a barrier free accessibility at your event venue

ALCOHOL

If you plan to sell or provide alcoholic beverages at your event; you will be required to obtain a special occasion permit (S.O.P) from the Alcohol Gaming Commission of Ontario. Please allow a minimum of 4 weeks to obtain your permit. An application may be downloaded from the website at www.agco.on.ca/pdf/forms/1575B.e.pdf, please complete the application and mail or hand deliver to LCBO Permit Issuing Stores. Copies of the completed AGCO Special Occasion Permit Application must be provided to the Town of Markham, Clerk’s Department and to Community Relations Department. If your event includes the use of alcohol on Town property, **liquor liability coverage** must be included on your certificate of insurance.

Are you serving alcohol at your event? Yes _____ No _____

Event Organizer must adhere to all the guidelines provided by Alcohol Gaming Commission of Ontario. Please contact AGCO at 416-326-8700 or email licensing@agco.on.ca.

BUILDING PERMIT

A building permit is required for portable, or site built structures such as; bleachers, elevated platforms or stage, temporary additions, tents (larger than 645 sq meters) or other structures.

Do you require a building permit? Yes _____ No _____



If yes, please contact the Town's Building Permit Department at 905-475-4870.

The process may require 6-8 weeks based on the size, number and scope of the proposed temporary construction.

EMERGENCY/ MEDICAL SERVICES

It is advisable that event organizer(s) provide an emergency plan.

Please contact directly the Emergency Medical Services, St. John Ambulance or other medical service provider of your choice.

Emergency access for emergency vehicles must be maintained at all times.

FIREWORKS

Any person interested in obtaining a permit must apply to Fire & Emergency Services at 8100 Warden Avenue, Markham. A permit for small fireworks display fee is \$50.00. For a high hazard fireworks display, a professional company may apply for approval with all certification, liability insurance and cost of \$150.00 to obtain a permit from Fire & Emergency Services.

It is the Event Organizer(s) responsibility to apply and pay for fire permit if required.

Are you having fireworks at your event? Yes _____ No _____

If yes, please contact Markham Fire & Emergency Services directly at 905-477-7000 extension 7521 or email dblizzard@markham.ca

FOOD CONCESSIONS OR PREPARATION

Guidelines for food preparations are provided by York Region Health Services Department. These will assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner.

Event organizer(s) and/or vendor(s) providing food and/or beverages should contact York Region Health Services at 1-800-361-5653 for more information or email HC@york.ca.

Are you serving food? Yes _____ No _____

INSURANCE REQUIREMENTS

All events must be covered by an insurance policy. The general liability must name The Corporation of the Town of Markham as an additional insured. A certificate of insurance must be provided to the Town one week prior to the event date. Please mail the certificate to The Corporation of the Town of Markham, attention to the Community Relations Department at 101 Town Centre Blvd., Markham, Ontario L3R 9W3 or by fax at 905-475-4741.

Please note that insurance requirements depend upon the risk level of the event. For example; if your event will include inflatable(s), hot air balloons and/or alcohol, liability coverage must be included on your certificate of insurance.

If you wish, the Town of Markham offers, a third party insurance through BFL Insurance Company. The Town would require payment prior to issuing the liability insurance. Please note that BFL Insurance Company does not cover inflatable(s) and/or hot air balloons.

Do you wish to obtain insurance through BFL Insurance? Yes _____ No _____



MARKETING/ADVERTISEMENT

The Town of Markham may provide assistance in promoting community events that are open to all Town of Markham residents through the Town’s normal communication methods. A small administration fee may be applicable for any marketing support.

Please contact the Community Relations Department at 905-477-7000 specialevents@markham.ca for more information.

NOISE BY-LAW

As an Event Organizer, please familiarize yourself with the Noise By Law# 2003-137. If applicable, Event Organizer(s) must apply for noise exemption and adhere to noise by-law.

PICNIC TABLES & SNOW FENCING

Town of Markham can provide snow fencing and picnic tables to accommodate your guests. Picnic tables and snow fencing will be dropped off prior to your event and will be picked up the following business day. Event Organizer is responsible for set-up of picnic tables and snow fencing.

Please indicate the quantity required:

Picnic Tables – 8 tables per load \$60.00 plus applicable taxes Number of load(s) required: _____

Snow Fencing – size 50 ft or 100 ft
(per load) \$60.00 plus applicable taxes Number of size required: _____

Please provide site map and/or drop off location _____

Picnic tables and snow fencing will not be delivered to private events.

Portable Toilets

As an Event Organizer(s), you are required to provide portable toilet(s) at your event, unless there is sufficient availability of accessible facilities in the immediate location available to the public during the event. Please consider the nature of your event, length of time and guests requirements when determining the need for this service.

The list below is a guideline to help event organizer(s) plan for their event.

- Consider the following when determining the quantity needed:

Alcohol - No	1 Unit	for every 100 People
Alcohol - Yes	2 Units	for every 100 People
- Equipment Available Include:
 - Regular Unit
 - Flush Unit with Wash Basin (Recommended)
- Cleaning Service is required daily

If applicable to your event, please contact & follow-up with the supplier directly for the following; i.e. delivery, placement location, cost, date/time, pick-up & etc.

Please indicate portable toilet locations on your event map.

ROAD USE APPLICATION (PLEASE COMPLETE FOR ROAD USE &/OR CLOSURE)



If you are planning a marathon, walk-a-thon, bike-a-thon, street festival, street party, use of public property, parks, sidewalks, pathways or the temporary use of private property that varies from its current land use; you will be required to apply for a road closure.

Please note: "The boulevard area is part of the road allowance and therefore cannot be included for use without a road closure. Crowds on the boulevards are located too close to the edge of road and hazardous to vehicular traffic. In addition, sidewalks and boulevards blocked with crowds force pedestrian traffic onto the travel portion of the road".

Does your event require road closure and/or use of the road? Yes _____ No _____

If yes, please complete the Road Use Application (www.markham.ca) and provide the following; Site Plan/Route Map, Alternate Route Map showing access for local residence, Parking Plan, Public Notification Plan and Road Use Fee of \$100.00 plus applicable taxes.

Please allow a minimum of 6-8 weeks for processing and coordination.

SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted and include but not limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area. The road closure route must have an alternate route and indicate the direction of travel including the street closures;
- The location of first aid facilities and/or medical services;
- Setup location of stages, canopies, tents, portable toilets, booths, beer gardens, garbage, recycling, generators and/or other temporary structures;
- Identify accessibility standards access;
- Emergency access throughout the event venue;

SECURITY, CROWD CONTROL & TRAFFIC CONTROL

The event organizer(s) may be required to provide police officers for security, crowd control and/or traffic control at their special event. The total number of police officer(s) should be determined by York Regional Police Paid Duty Coordinator. There are variables that may require additional police officers such as; the estimated number of attendees, history, consumption of alcoholic beverages, size of the event , location, time of day of the event, road closures or rerouting vehicles and/or pedestrians.

Please contact the York Regional Police directly at 905-895-1221at extension 6085 or email info@policeyork.on.ca

Have you hired Paid Duty Police Officers or Licensed Professional Security? YES _____ NO _____

Please provide details about your security/crowd control and/or traffic control.

Comment: _____

Street Banner Request

Town of Markham has two locations to install an outdoor street banner for a fee (as listed below). Banner space is booked on a "first come first served basis" (annual events and Town of Markham events have the first right of refusal on space).

1. Complete a Community Event Application indicating date and location preference for banner placement and must include a payment of \$100 plus applicable taxes, payable to the Town of Markham.
2. Banner must be produced by client and meet the Town of Markham Banner Specifications ([if applicable, please request for specifications](#))



3. Client must deliver their banner at 555 Miller Avenue at least 2 weeks prior to installation date. Please ensure the banner is labeled with client name, telephone number & banner description; hours of operation are from Monday to Friday from 8:00 am to 4:00 pm
4. Client must retrieve the banner at 555 Miller Avenue within 2 weeks **following removal**. Banners not picked up within this time, will be destroyed

Do you wish to have a street banner display? If yes, please provide location(s) and date(s);

_____ Main Street-Markham

- Hangs over Highway 48 (Main Street) just north of Highway 7
- Banner visible to north and south bound traffic on Highway 48 (Main Street)

_____ Main Street-Unionville

- Hangs on the far east side of parking lot on north east corner of Carlton and Main Street
- Banner visible to east and west traveling traffic on Carlton and to north and south traffic on Main Street

Tuesday _____ to Tuesday _____, 2009. (1 week maximum)
 Date Date

WASTE MANAGEMENT

Event Organizer(s) and/or Vendors must comply with the Town of Markham's, Zero Waste Policy. Please refer to Waste Management Policy ([to follow](#)).

Please consider the nature of your event, length of the event and guest requirements when determining the need for this service.

Please provide your requirements: Number of Blue Boxes _____ Number of Organic Bins _____
 Replacement cost for each lost or missing blue box is \$8.00 each and \$18.00 for each organic bin

Please note that street or block parties are required to provide their own blue boxes and/or organic bins. The collection of waste & recycling will be during the regular residential pick up schedules.

OTHER WASTE REQUIREMENTS

For festivals and large events, the Town of Markham, may request the event organizer to provide and pay for a garbage dumpster. Please contact the Supplier or Vendor directly or call us for a list of suppliers.

Drop off Location: _____

Delivery Date & Time: _____ Pick Up Date & Time: _____

PLANNING CONSIDERATIONS

The following list may be helpful in planning, preparing and organizing your event;

Alcohol / Smart Serve	Insurance Liability	Signage
Accessibility Plan - Disability	Marketing/ Advertisement	Media Releases/ Media Area
Audiovisual & Other Equipment Required	Permits/Licenses	Site Plan / Route Map
Clean Up Costs / Janitorial	Photographer	Stage Rental, Tables, chairs, etc
Crowd Control	Picnic Table/Garbage cans	SOCAN Fee (Society of Composers, Authors & Music Publishers of Canada)
Décor	Food/ beverage- Concessions or	Staff Costs



	Preparation	
Entertainment & Related Activities	Road Closure / and Alternate Route Map	Transportation
Electrician/Hookups	Working with the community - Impact of road closure and/or noise	Traffic Plan – i.e. parking, shuttle bus, loading & unloading zone
Venue/Park/Facility Rental	Speakers/MC/ VIP's	Registration Table/ Admission \$

Event Organizer(s) Responsibilities:

1. Event Organizer(s) to provide 60 days notification to the Town of Markham to allow for the processing of both the Community Event Application and Road Use Application; Failure to do so may jeopardize our ability to execute application requests;
2. Event Organizer(s) requesting road closures must provide a copy of the Public Notification Letter to the Town of Markham and advise residents, businesses, places of worship and surrounding areas regarding the date, time and duration of the road(s) closed two weeks prior to the event;
3. Event Organizer(s) must provide paid duty police officer(s) with vehicle(s) on arterial roads, 400 series and/or regional roads;
4. Event Organizer(s) requesting road closures must post signs (size 90cm x 120 cm – RB-92), notifying the public of the road closure and potential traffic delays two (2) weeks in advance of the event date;
5. Event Organizer(s) must provide an alternate route for the road closure;
6. Event Organizer(s) must ensure emergency access is maintained at all times. It is imperative that emergency traffic is allowed through streets and roadways;
7. Event Organizer(s) must obtain signatures from the property homeowners affected by block or street party road closure(s) and provide a copy to the Town of Markham two (2) weeks prior to the event;
8. Event Organizer(s) must provide insurance liability naming the Corporation of the Town of Markham as additional insured;
9. Event Organizer(s) to provide and assign volunteers to ensure that overflow of waste are collected and placed in the dumpsters; Vendor(s) are responsible to put their waste and/or recycling in the appropriate containers;
10. Event Organizer(s) are responsible for obtaining all licenses and permits required for the event and/or road closure;
11. Event Organizer(s) will make all payments invoiced by the Town of Markham two (2) weeks prior to the event date;
12. Event Organizer(s) will be responsible for compensating the Town of Markham for any damage to Town property;
13. Event Organizer(s) to incur all costs related to the event;
14. Event Organizer(s) and volunteers must ensure that all litter and debris are collected after the event;
15. Event Organizer(s) must ensure picnic activities are not permitted on sports fields and restricted to the appropriate areas within the park;
16. If food will be served or distributed at the event; Event Organizer(s) must apply to the York Region Health Services and submit the application directly;
17. Event Organizer(s) to contact and employ the services of York Region Police or bona fide security company, if applicable;
18. Event organizer to consider having a clear path for wheelchair to accommodate persons with disabilities;
19. Event Organizer(s) to plan for weather contingency;
20. Event Organizer(s) to provide in writing, 2 weeks notice of event cancellation;

Thank you for completing the Community Event Application. Before you submit your application please ensure that the following steps have been completed;

1. Completed, signed and dated your Community Event Application
2. Completed, signed and attached all forms (i.e. route map, alternate route map, traffic map) required for Road Closures
3. Contacted York Region Health Services Coordinator and completed the Coordinator and Vendor Applications



- 4. Applied for Alcohol and Gaming Commission of Ontario (AGCO) Liquor Permit (Special Occasion Permit), if applicable. Attached the completed forms and provide copies to the Town of Markham, Clerk's & Community Relations Departments.
- 5. Included details of your security, crowd control plan, waste plan and event area map
- 6. Applied for noise exemption, if applicable
- 7. Attached your Certificate of Insurance

PLEASE PROVIDE ADDITIONAL INFORMATION (relating to your event requirements)
 (If necessary please use separate sheet)

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 Community Event Application 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.