



REQUEST RECEIVED

EVENT CODE

COMMUNITY EVENT – ROAD USE APPLICATION

INTRODUCTION

Any organized activity such as: marathon, walk-a-thon, bike-a-thon, street festival or street party involving the use of, or having impact upon a public property, public facilities, parks, sidewalks, pathways, closing of street, or temporary use of private property that varies from its current land use, requires approval from the Town of Markham.

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.

Final approval may include certain conditions and/or restrictions that will be the responsibility of the event organizer(s) and committee members.

Please complete the road use notification in its entirety and submit with the applicable fees no less than 60 days prior to the event date.

EVENT NAME: (please provide event name)

EVENT ORGANIZER CONTACT – ORGANIZATION INFORMATION

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

ROAD USE CONTACT INFORMATION

Day Prior: First Name Last Name Telephone
Day of: First Name Last Name Telephone

ROADS INVOLVED (please indicate the start of the route, (names of streets), end of the route and/or road closures)

Please list the street(s) and/or roads affected and proposed closures from start to finish route. Indicate whether the event will be contained to the sidewalks, roadways and/or road closure

Three horizontal lines for providing road use contact information.



Please indicate the date, time and location of the event

Event Set-up Date: \_\_\_\_\_ Tear Down Event Date: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ Tear Down Event Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

**ALTERNATE ROUTE OR SITE PLAN (use for road closure-please provide alternate route plan for traffic)**

\_\_\_\_\_  
\_\_\_\_\_

**Road Use Fee:**

Fee applies to Town of Markham road use and closure  
Amount: \$100.00 plus applicable taxes

**BARRICADES DROP LOCATION(S):**

The Town of Markham will deliver barricades that will consist of two orange colored A-Frame Stands and a 2' X 6' board that measures approximately 10'-14' in length. The barricades weigh approximately 50lbs. The barricades are to be assembled and to be dismantled by the event organizer(s) and volunteers.

Does your event require barricades? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please indicate the fencing location(s) & quantity for drop off:

\_\_\_\_\_

Does your event require "Road Closed Ahead" signage? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please indicate the quantity and location(s) drop off:

\_\_\_\_\_

**Please Note:**

- Please note that each road will require two barricades for safety reasons. Each barricade must be manned with a minimum of two adults at least 18 years of age and must wear safety vests.
- Barricades on local, secondary, rural streets are to be manned at all times. Barricades on arterial/primary, 400 series, regional streets require bona fide security personnel (SP), York Regional Police (YRP); or York Regional Police Paid Duty Officers (PDO)

**Cancellation of a Road Closure:**

If the timing of the road closure is altered for any reason, the event organizer(s) must notify, 14 days in advance, the Community Relations Department, Town of Markham, at 905-477-7000 ext. 3797.

Please note: Cancellation fee may apply for any costs incurred by the Town of Markham.

**MUNICIPAL PARKING LOTS INVOLVED**

Will your event use the municipal parking lot? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the Parking Lot Location \_\_\_\_\_ Time of Use \_\_\_\_\_

**PARKING/ TRAFFIC & TRANSPORTATION CONTROL PLAN**

Please describe what preparations are in place to accommodate participant and guest parking:

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**PUBLIC NOTIFICATION**

It is the event organizer’s responsibility to design, print and post public signage notification. The signage size must be (90cm x 120 cm – RB-92). The signage must be posted 14 days in advance with one signage at each main intersection.

The event organizer must deliver a written notification to all owners or occupants surrounding the affected closure or route. A copy of public notification letter must be provided 14 days in advance to the Town of Markham.

**PYLONS & SAFETY VESTS**

A limited number of pylons and safety vests are available from the Roads Maintenance Department on a “first come first served basis”. Pylons and vests can be picked up 24 hours prior to the event and returned 24 hours after the event by event organizer(s) at 555 Miller Avenue in Markham. Hours of operations are from Monday to Friday, 8:00 am to 4:00 pm.

Will your event require pylons and safety vests? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the quantity required:

Pylons: \_\_\_\_\_

Safety Vests: \_\_\_\_\_

**REGIONAL & PROVINCIAL ROADS**

It is the event organizer(s) responsibility to apply for road use that occurs within the right-of-way of a regional and/or provincial road(s).

Will your event require regional or provincial roads? Yes \_\_\_\_\_ No \_\_\_\_\_

Please complete and submit directly to the York Region Transportation and Works Department, Road Occupancy Application ([attachment](#)).

All regional and/or provincial road closures require the supervision of the York Region Police.

Event Organizer(s) may contact the York Region Transportation directly at (905) 830-4444 or fax the completed Regional Road application to (905) 895-3047.

**EVENT ORGANIZER'S RESPONSIBILITIES**

Conditions of Road Closure:

1. Event Organizer(s) must provide access for all emergency vehicles and must be maintained at all times. Failure to comply could result in suspension of the event;
2. Event Organizer (s) must provide public notification letter two weeks in advance to all affected residences, places of worship and businesses regarding the date, time and duration of the road(s) closed;
3. Event Organizers must post signs (size 90cm x 120 cm – RB-92), notifying the public of the road closure and potential traffic delays 14 days in advance prior to the event date;
4. Event Organizer(s) must provide a copy of the public notification letter to the Town of Markham;
5. Event Organizer(s) must provide an alternate route for the road closure;
6. Event Organizer(s) must provide paid duty police officer(s) with vehicle(s) on arterial roads, 400 series and/or regional roads;
7. Event organizer(s) must provide a minimum of two adults at least 18 years of age for each barricade location(s);
8. Event Organizer(s) must ensure adequate volunteers and/or assistants along the route that are easily identifiable;
9. For large events, event organizer(s) must provide crowd management and emergency control;
10. Event Organizer(s) must confirm arrangements two weeks in advance for barricades, pylons, safety vests and road signage with the Community Relations Coordinator a week prior to the event date.
11. Event Organizer(s) must allow the road right-of-way, and clear litter / debris within the 24 hours following the event, including equipment and debris from parking lots, pathways, private properties and /or parks after the event day. 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 organizer(s);
12. Compliance with any and all other conditions imposed by the Town of Markham and other departments;
13. Event Organizer(s) must provide insurance liability naming the Corporation of the Town of Markham as additional insured;
14. Event Organizer(s) will provide all payments invoiced by the Town of Markham two weeks prior to the event date.

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

1. Signed and dated Road Use Application
2. Attached parking plan, traffic and/or route map
3. Attached alternate route plan
4. Provide copy of the Public Notification Letter(s)
5. Completed and submitted to York Region Roads, applicable for regional roads
6. Applied for York Region Police or security company 'Private Patrol', if applicable'
7. Payment to be submitted with the Road Use Application
8. Requested signatures from residences affected by the street or block parties

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 Road Use 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.

