



MEMORANDUM
REGULAR CITY COUNCIL MEETING
September 6, 2023 at 7:00 PM

TO: City Council

FROM: Laura Kasper, Interim City Clerk

SUBJECT: Special Event Permit – Mount Baldhead Challenge

The Rotary Club of Saugatuck-Douglas has submitted an application for a special event permit for the annual Mount Baldhead Challenge to be held on Saturday, September 9th. The race is starting and ending in Saugatuck with only water stations being set up in Douglas. In kind services would be for trash set up and an extra officer on duty.

Sample Motion: I recommend City Council approve the special event permit application from the Rotary Club of Saugatuck-Douglas and provide in kind support for the Mount Baldhead Challenge on September 9, 2023.

TWO NEW COURSES

MOUNT BALDHEAD CHALLENGE™

THE ULTIMATE MULTI-TERRAIN RACE

SATURDAY
SEPTEMBER 9

9 AM • OVAL BEACH
SAUGATUCK, MICHIGAN



3 miles of trails (10K)



5 miles of trails (1/2M)



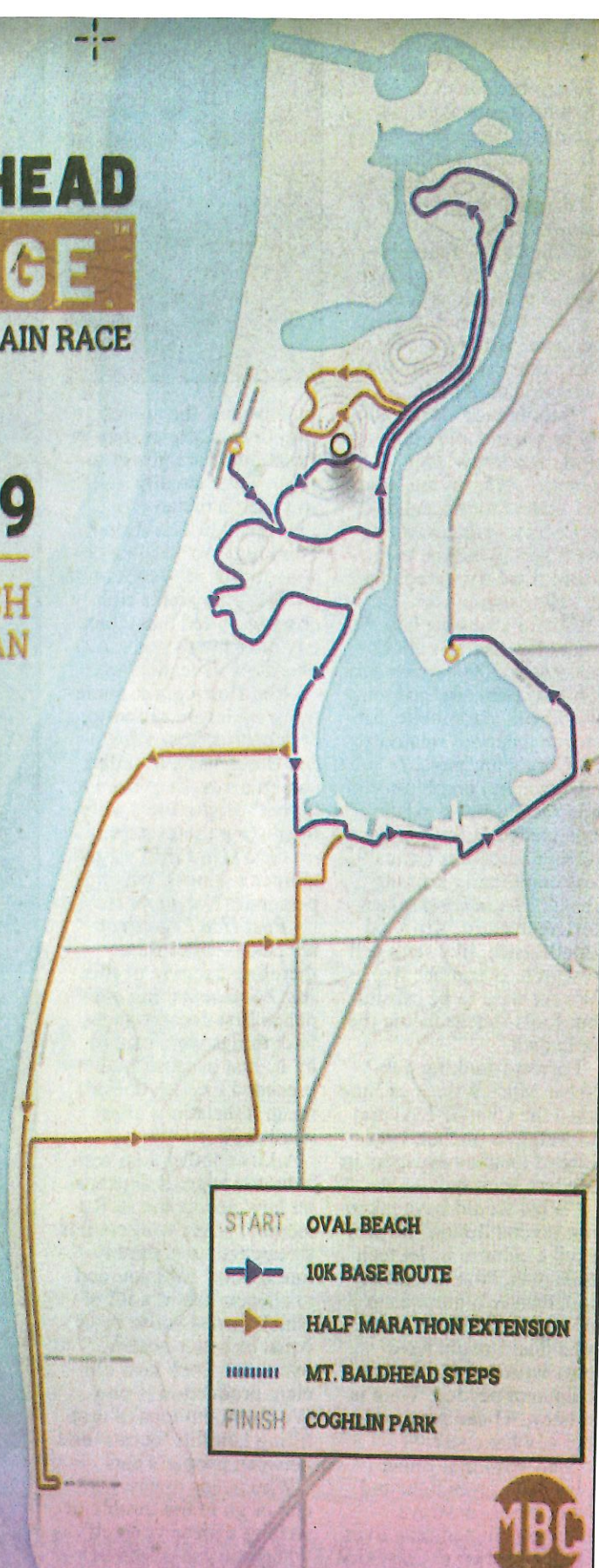
50% water views



302 steps up Mt. Baldhead

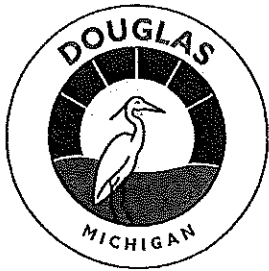
Sign up at
mtbaldheadchallenge.com

All race proceeds benefit the Boys
& Girls Club at Saugatuck Douglas



START	OVAL BEACH
	10K BASE ROUTE
	HALF MARATHON EXTENSION
	MT. BALDHEAD STEPS
FINISH	COGHLIN PARK



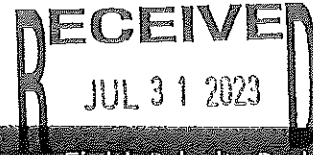


CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone / (269) 857-4751 fax

Date received: _____

Payment received: _____

www.douglasmi.gov info@douglasmi.gov
 Payable Online At: tinyurl.com/PayItOnline



APPLICATION FOR PARK RESERVATION: Wades Bayou, Beery Field, Schultz Park

The City of Douglas offers two types of permits for events within the City. A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservations require only City administration approval, and a \$50 fee. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. Special Event Permits will require approval from City Council. **Special Event applications must be filled out in its entirety & returned in the City Clerk's Office a minimum of 60 days prior to scheduled event.** A \$50.00 Non-refundable Special Event fee must accompany this form.

Applicant/Organization: Rotary Club of Saugatuck-Douglas

Contact Person(s): Helen Baldwin

Street Address/P.O. Box: P.O. Box 211

City/State/Zip Code: Douglas, MI 49406

Telephone: _____ E-mail: _____

Reservation Location: Oval Beach & Coghlin Park, Saugatuck

Reservation Date(s): Sept. 9, 2023 Anticipated Number of Attendees: 500

Reservation Start & End Hours (including time for set-up and clean-up): 9am-1pm

Description of Reservation: event held in Saugatuck, requesting permission from Douglas to run through some areas (see attached course map) vast majority of runners are 10k route with limited Douglas stretch

Will tents/canopies be installed? no Qty 0 If yes, please notify the Director of the Douglas Department of Public Works at 269-857-2763 to discuss placement locations of such tents/canopies to avoid underground irrigation and utilities. A Requirements for Tent Structures form is also required from the Saugatuck Township Fire Department. Please call the STFD at 269-857-3000 with questions.

NOTE: It shall be unlawful for any person within the city to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the city, unless the consumption is authorized under a valid permit issued by the city or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

The Applicant/Organization understand and agrees to the following:

1. Comply with all local and applicable State Laws and City policies.
2. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application.
3. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
4. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
5. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.
6. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY *see attached Cert. of Insurance*

1. Upon approval of park reservation, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this park reservation and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Helen Baldwin Date: July 31, 2023

Signature of Applicant:  Date: July 31, 2023

(TO BE COMPLETED BY THE CITY)

Received on: _____ By: _____

Approval: _____ Yes _____ No

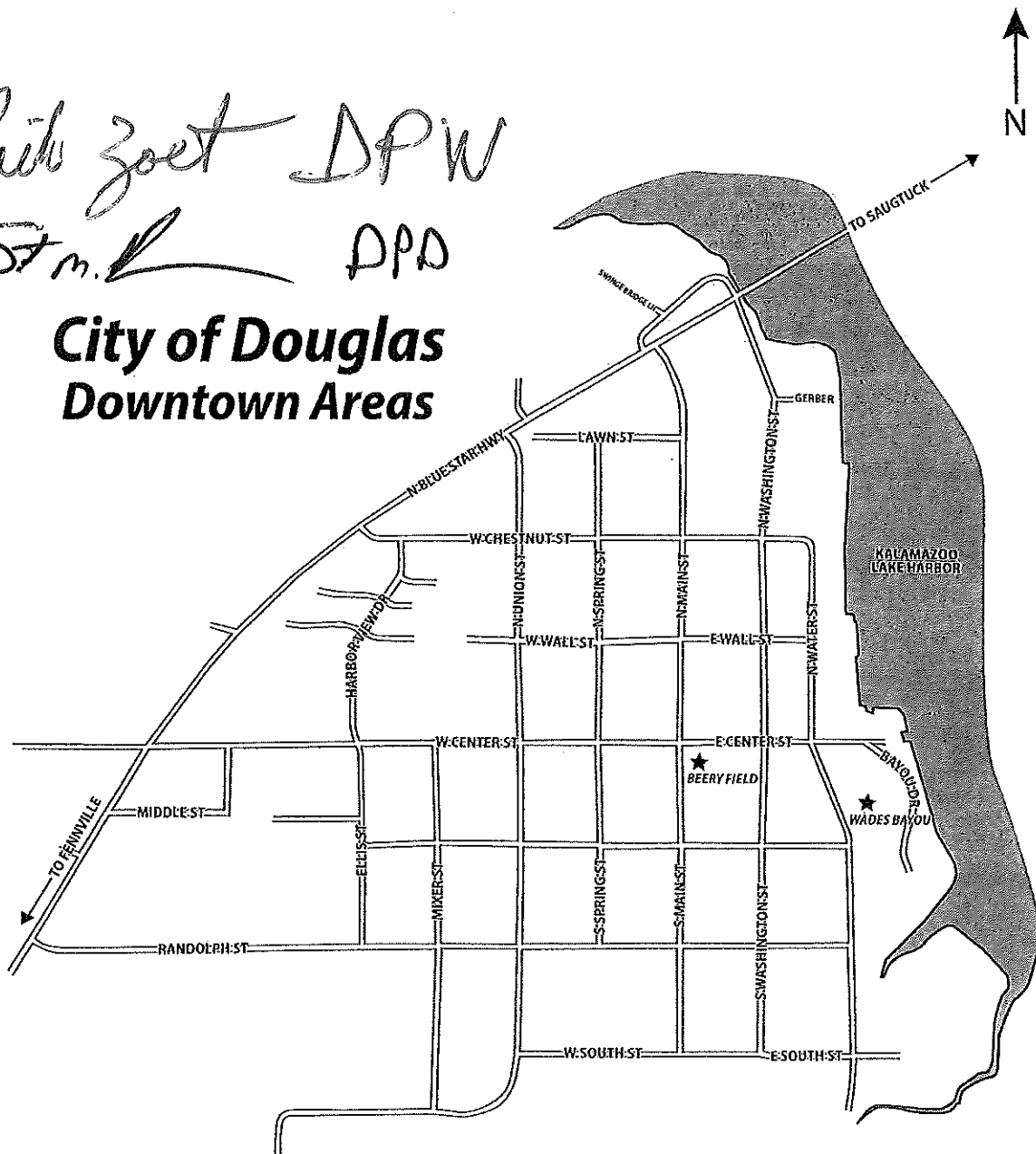
Any Conditions: _____

Notification to: (initial & date)

DPW _____ Police _____ Fire _____ Other _____

Rich Zoet DPW
St. m. l. APD

City of Douglas Downtown Areas





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Toni Hanes PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com	FAX (A/C, No): 630-285-4062
	INSURER(S) AFFORDING COVERAGE INSURER A: Westchester Surplus Lines Insurance Company	
INSURED All Active US Rotary Clubs & Districts Rotary Club of Saugatuck-Douglas ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES **CERTIFICATE NUMBER:** 899307648 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	G73578917 002	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of the Village of Douglas
 PO Box 757
 86 W. Center St.
 Douglas, MI 49406
 Rotary Club of Saugatuck-Douglas
 Mt. Baldhead Challenge - September 9, 2023

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MOUNT BALDHEAD

CHALLENGE

AID STATION LOCATIONS

MBC 2023 - MARSHAL LOCATIONS

Scan the QR code or visit the link to sign up for volunteer opportunities



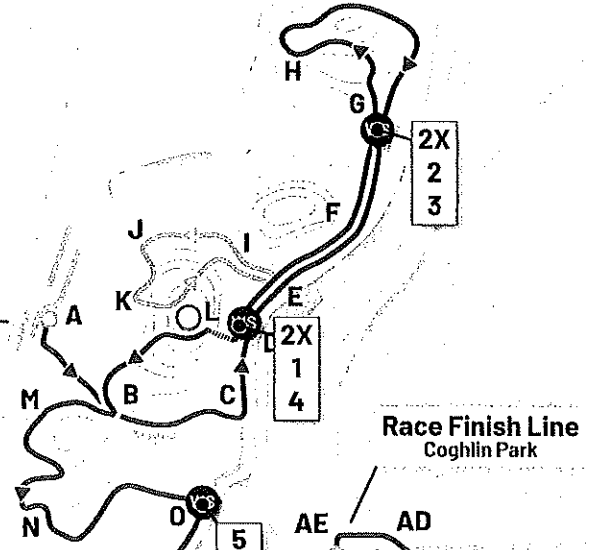
<https://runsignup.com/Race/MI/Saugatuck/MtBaldheadChallenge>

Legend

- A - Course Marshals
- WS - Water Stations

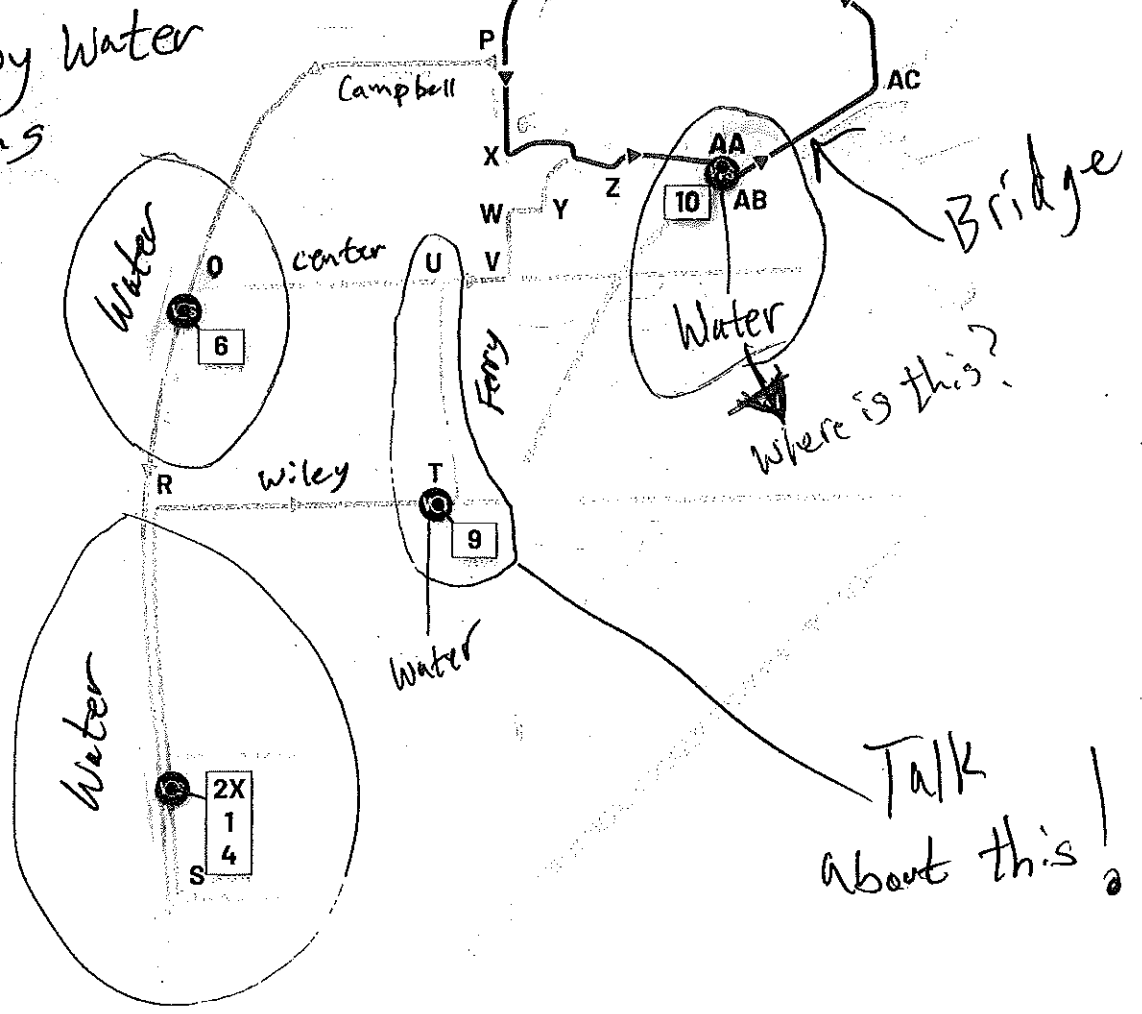
Race Start Line
Oval Beach

Race Finish Line
Coghlin Park



3 water
30
3 Garbage

Trash by Water
Bathrooms



Talk about this!