

TO: Parks & Recreation Committee, Public Safety, & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 20, 2025

AGENDA ITEM TOPIC: Park Approval – Reds Haunted Invitational – Soccer Fields – October 17 & 18, 2025
Number of Supporting Documents: **1 Application Packet**

Requested Action

Consider approval of the Park Use request for Reds Haunted Invitational, as outlined in application from Reds Events dated 2/24/25, for event to be held October 17 & 18, 2025, in West Park, contingent on the Clerk Department be provided all requested documents to their satisfaction, and that application be referred to Public Safety for Hazard level before going to the Township Board for final approval.

Background

This is a new event being proposed and they anticipate approximately 1,250 participants/guests over the 2 day period, with 200 guests at any given time. They stated there will be another location that will also be hosting games.

Approval should consider that we may be in the middle of construction for the West Park project, and will already be cutting into the field use with our regular users. October is traditionally near the end of the fall season, and while this sounds like a fun event, there are just too many variables to consider approval at this time, in my opinion.

Should the board decide to proceed, a hazard level and fee would need to be established for the exposure.



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): N/A

Name of Event: Reds Haunted Invitational

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Reds Events

Date(s) of Event: Oct 17th - Oct 19th, 2025 Time(s) of Event: Oct 17 5pm-7pm, Oct 18-19 7am-7pm

Applicant Address: 867 South Blvd E Suite or Apt #: _____

Applicant City: Pontiac State: MI Zip: 48341

Contact Person (present during use): Danny Price

Contact's Affiliation with Applicant: Tournament Director

Contact's Phone: 8409867888 Contact's E-Mail: price@lfcmi.com

Event Co-applicant, if any: _____

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: _____

Co-applicant's phone: _____

Insurance Information:

Insurance Carrier: Everest National - attached

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: _____ Expiration Date: _____

Limit of General Liability: _____ Occurrence _____ Aggregate _____

Umbrella Coverage Limit (if any): _____ Occurrence _____ Aggregate _____

Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: We would be hosting a soccer a Halloween Soccer Tournament
over the weekend of October 17th - 19th, 2025. It's a really fun event, kids dress up in Halloween costumes
within thier teams.

Total Number of participants/spectators/guests anticipated during event: 1250

Average of participants/spectators/guests anticipated at any given time: 180

Site of Proposed Event; include all areas of the parklands that will be used: _____
Manly W. Bennett Memorial Park West (of Merrill)

Soccer Fields, Parking Lot, Picnic Pavilion for Tournament HQ

Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 5-10 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Near Picnic Area
for Tournament HQ and Referee station

Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? N/A

Will Food/Beverages be served? If so, types of food and name of persons serving: _____
If possible i'd like to invite food vendors, shaved ice, and coffee vendors.

For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be any animals present? If so, describe: No

Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.

Will there be Amusement rides or games? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be a need for vehicles to be used on Township grounds? If so, describe: Vendor trucks if allowed.

Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: there will always be an athletic trainer on-site to tend to any player injuries

Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: This is a wonderful event that will see a large number of teams, families, and staff come through your wonderful park and area of businesses. We would be honored to have our event here.

Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: DP

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance³ with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: DP

Applicant's Signature: Danny Price Date: 2/24/25

Co- applicant's Signature: [Signature] Date: 3/20/25

Parks Coordinator: [Signature] Date: 3/20/25

For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one)

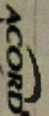


Approved



Denied

Hamburg Township Representative: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
1/29/2025

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 POLICY DESCRIBED BELOW. THIS CERTIFICATE OF LIABILITY 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 this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services NW
801 Union Street, Suite 1000
Seattle, WA 98101

INSURED
Michigan State Youth Soccer Association
8401 General Drive, Suite 120
Plymouth MI 48170

COVERAGES

CERTIFICATE NUMBER: 83741753

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, 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.

TYPE OF INSURANCE	POLICY NUMBER	POLICY PERIOD	POLICY EXPIRATION DATE	LIMITS	
				AMOUNT	COINSURANCE
A. COMMERCIAL GENERAL LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
B. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
C. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
D. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
E. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
F. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
G. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
H. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
I. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
J. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
K. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
L. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
M. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
N. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
O. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
P. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
Q. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
R. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
S. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
T. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
U. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
V. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
W. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
X. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
Y. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000
Z. AUTOMOBILE LIABILITY	SIBGL01851-241	9/1/2024	9/1/2025	Each Occurrence	\$1,000,000
				Aggregate	\$5,000,000

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

This certificate is issued on behalf of Michigan State Youth Soccer Association at Liverpool FC Michigan. Certificate holder is Additional Insured as respects the operations of the Insured Insured for sanctioned activities of the state association. Waiver of Subrogation applies when required by written contract.

CERTIFICATE HOLDER

Wagner Stadium
441 Cedar E Chavez Avenue
Pontiac MI 48342

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Gary Patterson

Gary D. Patterson