

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

FROM: Deby Henneman, Township Coordinator

DATE: March 20, 2025

AGENDA ITEM TOPIC: Park Approval – KLAA Cross Country Championships – October 16, 2025
East Park - BLACKOUT
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Consider approval of the Park Use request for the KLAA Cross Country Championships, as outlined in application from Kensington Lakes Athletic Association & Hartland High School dated 2/24/25, for event to be held October 16, 2025 in East Park, confirming charges for both park fees and public safety, and for the Township Coordinator and Sgt. work with the applicant to finalize the details of the event.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Approval of informational, directional, ADA and/or safety signage is allowed in areas outlined in the Park Use Policy
- That the applicant covers the cost of additional portable toilets, extra cleaning of Township units, and a garbage dumpster, unless rolled into the cost of Park Fees by the Township Board
- That the applicant arranges for volunteers 18+ to assist with parking and transporting ADA/Elderly spectators

Background

This is a repeat event to our parks which will occur on a Thursday during Football Season. It will require a park-wide Blackout which will displace Football and utilize all the parking in both East and West parks. Public Safety will be required due to the numbers estimated on the application and because of the pedestrians crossing on Merrill. We do not have a report on this event from 2024, however, I have been advised that it was way larger than had been originally anticipated, and more staff will be needed for this year's event.

The applicant will be charging an entry fee and expects around 1,500 participants/spectators throughout the day. I am attaching a copy of our layout map which shows anticipated parking spaces in all "lots."

Fees

Fees charged last year were as follows:

- Park Fees - \$500 flat rate per TB
- Public Safety - \$1,246.91 (cost for 2 officers)
- Portable Toilets - \$770.00

Use will require a Public Safety review, and a hazard level being set for fees. Special use for the Public Safety fees would be appropriate and if the Park fees were approved at a High Hazard/Non-Partner rate, \$2,500 for the day, I would recommend having the portable toilet charges included in that cost. A Medium Hazard/Non-Partner rate would be \$1,500.

When fees are considered, it should be kept in mind that no other uses will be allowed on either side of the park.



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): Kensington Lakes Athletic Association/Hartland High School

Name of Event: KLAA Cross Country Championships

Type of Event: Cross Country Meet Park Use Category #: 4 - Event Use

Applicant Name: Matt Gutteridge

Date(s) of Event: 10/16/25 Time(s) of Event: 11:00-7:00PM

Applicant Address: 10635 Dunham Rd Suite or Apt #: _____

Applicant City: Hartland State: MI Zip: 48353

Contact Person (present during use): Matt Gutteridge

Contact's Affiliation with Applicant: Same

Contact's Phone: 810-397-3182 Contact's E-Mail: Hartlandxc@gmail.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: Our policy turns over in July, but bl can provide limited liability poolicy from teh school district.

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 _____

pending

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

Please describe the event you propose to host: The goal is to host the KLAA Cross Country Championships.

We will run 4 races and hold an awards ceremony.

Total Number of participants/spectators/guests anticipated during event: 1200-1500 Public Safety Review

Average of participants/spectators/guests anticipated at any given time: 1000

Site of Proposed Event; include all areas of the parklands that will be used: The east grounds of Bennett Manley Park for parking and the races. We will need the west parking lot as overflow and bus parking. - was

busy - this year no other uses allowed.

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: 15-20 Are Volunteers trained?: No
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: _____

Team tents can be set up in a designated locaton for teh athletes.

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: Yes \$5-10 Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: No

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: Only to possibly set up the course.

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: No we will provide an onsite trainer for athletes.

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: No specific services requested.

Other information regarding your event that you feel may be helpful: _____
A review from last years event on where I can make changes to make the event more successful.

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:

Please see the attached documents to see the time schedule and posible courses for the meet. I have added a
a proposed course as well as the current course.

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: MG

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: MG

Applicant's Signature: Matthew Gutteridge Date: 2/24/2025

Co- applicant's Signature:  Date: _____

Parks Coordinator:  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: _____

Kensington Lakes Activities Association



Boys & Girls Cross Country Championship October 16th, 2025 Hosted by Hartland Consolidated Schools



Welcome to the KLAA Conference

- Date:** Thursday, October 16th, 2025
- Location:** Manly W. Bennett Park 10405 Merrill Rd, Whitmore Lake, MI 48189
- Entry Fee:** Athletic Departments may be billed for expenses after Meet
- Packet Pick-up:** Packets can be picked up near the finish line.
- Entries:** **Please use Athletic.net. See instructions entitled "KLAA Cross Country Championship" – Online Entry Submission."**

Team rosters can be submitted any time before the deadline and you do not need to specify a race. You can enter them all in the Varsity Race and run the 7 you choose. The remainder will default to the reserve race. Only roster/enter athletes who will be competing that day.

The deadline for team roster submission is Tuesday, October 14th at 8:00 PM.

If you have questions about the meet entry process, please contact Matt Gutteridge at (810) 397-3182 or via email at hartlandxc@gmail.com

Admission and Parking: There is a \$5 fee per car for parking. Also, please park in designated areas. There is not a spectator entry fee.

Box Assignments:

Box 1: Dearborn
Box 3: Belleville
Box 5: Canton
Box 7: Livonia ChurchillBox
Box 9: HowellBox
Box 11: NorthvilleBox
Box 13: SalemBox
Box 15: Livonia FranklinBox

Box 2: Brighton
Box 4: Livonia Stevenson
Box 6: Hartland
8: Novi
10: Wayne Memorial
12: Plymouth
14: Westland John Glenn
16: Dearborn Fordson

Schedule:	<u>1:30 pm</u>	<u>Course opens</u>	(6:51pm sunset)
	3:30 pm	Girls Varsity	
	4:10 pm	Boys Varsity	
	4:50 pm	Girls Junior Varsity	
	5:30 pm	Boys Junior Varsity	
	6:15 pm	Awards	

Scoring: The meet will be Bib chip timed. There will also be a backup camera. Live results will be available via athletic.net.

Awards: The medal presentations will follow the completion of the varsity races. There are 28 individual medals for the conference meet. We will present the Conference and Division Champion trophies as well.

T-Shirts: KLAA T-shirts will be available for purchase. Short Sleeve \$20
Long Sleeve \$25

Questions: Please call or email Matt Gutteridge at (810) 397-3182
hartlandxc@gmail.com

