



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Public Safety Committee & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: February 11, 2025

AGENDA ITEM TOPIC: Park Approval – PowerAde Tournament – August 16-17, 2025 (w/Friday setup)
West Park Blackout

Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use request for the PowerAde Invitational Tournament, as outlined in the application from Legacy Center Sports Complex dated 1/20/25, to be held August 16-17, 2025 in West Park, with a Special Hazard as recommended by Public Safety.

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
- Installation of informational, directional, and/or safety signage may be administratively approved
- Sanitary services will be arranged by Parks staff and charges will be passed on to applicant in addition to any fees established by the Board for Park Use and/or Public Safety fees.
- Special Use fees are set by the Township Board, in-kind donations may be considered

Background

Parks & Recreation recommended approval at their January 28, 2025 meeting: **Motion by Miller, supported by McCabe, to recommend approval of the Park Use request for the Legacy Center Powerade Invitational 2025, contingent on Public Safety recommending a Hazard level, the clerk office receiving required paperwork, a pre-event meeting with Public Safety take place, that event signage in the parklands be administratively approved, and that the charges for additional sanitary services be paid for by the applicant.**

VOICE VOTE: Ayes: 4

MOTION CARRIED

Additional Details

- 2024 PowerAde Tournament Public Safety Brief attached for reference
- Field H8 will be closed due to maintenance concerns & future construction
- **Public Safety recommended a Special Hazard at their 2/5/25 meeting**



Hamburg Township Manly Bennett Park

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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): Legacy Center Sports Complex

Name of Event: Powerade Invitational 2025

Type of Event: Soccer Tournament Park Use Category #: Select One

Applicant Name: Sammi Corcoran

Date(s) of Event: August 16-17 w/ Friday set-up Time(s) of Event: All day

Applicant Address: 9299 Goble Dr. Suite or Apt #:

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermichigan.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: USI Insurance Services

Handwritten note: Need copy

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: \$1,000,000 Occurrence \$1,000,000 Aggregate

Umbrella Coverage Limit (if any): \$5,000,000 Occurrence \$5,000,000 Aggregate

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

Please describe the event you propose to host: Youth soccer tournament for U8-U15 teams

Total Number of participants/spectators/guests anticipated during event: 750 estimated 2,500 in 2024

Average of participants/spectators/guests anticipated at any given time: 250 - see map for parking est.

Site of Proposed Event; include all areas of the parklands that will be used: All of West Bennett Park Fields

Grant construction may impact number of fields available for use.

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: 20 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: On grass along path

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? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors selling

hotdogs/hamburgers and smoothies - Requires Tent Permit

\$ Fire inspection

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: Golf carts only

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

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
Striping to be discussed.

Other information regarding your event that you feel may be helpful: Legacy Center Sports Complex will be the main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration closes 3/24/25. Will know more specifically what size fields we will need.

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: _____

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 compliance 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: _____

Applicant's Signature:  Date: 1/20/25

Co-applicant's Signature:  Date: _____

Parks Coordinator:  Date: 1/21/25

For office use only

Comments: _____

Meeting Approval Dates: 1/28/25 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

2024 Powerade Soccer Tournament Public Safety Brief

After a thorough examination of the event hosted on August 17th-18th, 2024, these are my findings:

Event Size:

We were unable to fly the drone to get parking lot photos because of inclement weather. It is estimated that there was a surplus of 2,500 people in attendance. The weather was poor with thunder storms periodically throughout both days. Attendance was considerably lower than in the past with good weather. Without the parking lot counts, I am unable to provide an accurate estimate.

Personnel Needed:

It is my opinion this event will need a minimum of 6 public safety personnel to properly and safely direct traffic and cross pedestrians across Merrill Road, which is an unsigned 55mph zone. Two personnel at the south entrance directing traffic into the parking lots and stopping traffic on Merrill Road to safely cross pedestrians, two personnel at the north entrance, stopping Merrill Road traffic and directing tournament traffic out of the parking lots, and two personnel for a relief factor.

We were able to utilize four volunteers from CERT (Citizen Emergency Response Team) to facilitate parking the vehicles in an orderly and compact fashion to maximize the parking spaces on the west side, therefore reducing the amount of pedestrian traffic crossing Merrill Road.

I created a temporary pedestrian crosswalk using approximately 8 rolls of reflective tape at the south entrance. It was very helpful and should be utilized moving forward for events of this size.

Public Safety Wages:

Two twelve-hour days with four police officers and two firefighters totaling \$6,663.36. These wages are the base wages for a police officer and fully trained firefighter. The numbers would be slightly higher if any command staff has to cover the event.

POLICE

38.88/patrolman hr

x 1.5 overtime

58.32/hr

x 4 officers

233.28/hr

x 12 hr shift

2,799.36

x 2 days

5,598.72

FIRE

22.18/hr

x 1

22.18/hr

x 2 firefighters

44.36/hr

x 12 hr shift

532.32

x 2 days

1,064.64

5,598.72 police wages
+1,064.64 fire wages
\$6,663.36 total wages for a two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces. If they are not able to appropriately block off a section for that and are using the east side to park the disabled drivers, they should have at least 3 shuttles that are in constant rotation (two shuttling and one relief).

It did not appear that any additional disabled parking spaces were created above what the township has (12) and no shuttles were observed from the tournament hosts. Police were transporting disabled people in our UTV when we were able. This should be rectified before allowing this event to return as we are there to ensure the safety of the parking lots and pedestrians and not to drive their disabled guests back and forth.

Event Staff Requirements:

This event will need a minimum of 4 **adult** parking lot attendees. The teenagers do not do what they are supposed to do and are often on their cellphones. These attendees need to wear a traffic safety vest. They should have one posted at the southwest parking lot entrance, where the driveway opens up into the parking lot, directing people who are leaving to head north to exit. We had numerous people attempt to go around our “do not enter” “exit north” sign and come head-on with pedestrians and incoming traffic entering the park. A second attendee should be placed north of the end of the main parking lot where it bottlenecks into the service drive directing motorists to park perpendicular, not parallel park, to increase the number of vehicles parked on the west side to help limit the amount of pedestrian crossing Merrill Road. Lastly, a third should be in the grassy area just north of the entrance of the south lot that is sandwiched between Merrill Road and the parking lot, directing rows of parking to avoid accidental block-ins and one for a relief factor.

The tournament hosts supplied 4 teenage parking assistants that helped direct traffic in the parking lots. With the increased signage and the use of CERT, they were not effective and can be emitted moving forward. If they supply parking assistants in the future, they need to be over 18 years old. It should be mentioned that CERT is not a guarantee to assist each year/event.

Signage:

The “enter only” and “exit only” signs that were supplied by the event hosts were very helpful, as was the overflow parking directional signs. The only other (movable) sign needed would be “LOT FULL.” The EXIT ONLY sign will need to be placed slightly farther back than where it was put on the west side, north drive. It was too close to the road creating a blind spot for motorists exiting the parking lot. They had to nose out into the roadway to see around it.

This year was the smoothest it has gone from a public safety perspective. I look forward to continue observing and making appropriate changes to make it a better experience for everyone.

If you have any questions, feel free to reach out.

Respectfully,
Sergeant Megan Paul



Megan Paul

Sergeant

Hamburg Township Public Safety
Police Department

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