



10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139  
(810) 231-1000  
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**TO:** Public Safety Committee & Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 3, 2025

**AGENDA ITEM TOPIC:** Park Approval – International Border Stars Tournament – April 4-6, 2025  
West Park - BLACKOUT  
Number of Supporting Documents: **1 Park Use Packet**

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### **Requested Action**

Approval of the Park Use request for the International Border Stars Tournament, as outlined in application from Unified Events dated 12/21/24, for event to be held April 4-6, 2025 in West Park, with a Hazard level as Medium 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 Park Use/Public Safety fees set by the Board

### **Background**

Parks & Recreation recommended approval at their January 28, 2025 meeting:

**Motion by McCabe, supported by Miller, to recommend approval of the Park Use request for the International Border Stars Tournament, 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 charges for additional sanitary services be paid for by the applicant.**

**Ayes: 3    Absent for motion: Dolan (3:23 p.m.)**

**Motion Carried**

### **Additional Details**

- 2024 International Border Starts Tourney Public Safety Brief attached for reference
- **Public Safety recommended a Medium Hazard at their 2/5/25 meeting**



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): Unified Events

Name of Event: International Border Stars Tournament

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

Applicant Name: Annalisa Van Houten

Date(s) of Event: April 4-6, 2025 Time(s) of Event: 8am-8pm

Applicant Address: 13719 23 Mile Road Suite or Apt #: 167

Applicant City: Shelby Twp State: MI Zip: 48315

Contact Person (present during use): Erich Shrewsbury

Contact's Affiliation with Applicant: Tournament Director

Contact's Phone: 2484677846 Contact's E-Mail: eshrews@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: Everest National Insurance Co Toprovide

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

Policy #: They will send after 1st of year Expiration Date:

Limit of General Liability: 1000000 Occurrence 1000000 Aggregate

Umbrella Coverage Limit (if any): 5000 Occurrence 5000 Aggregate

2nd year
See PS Brief 2024

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

Please describe the event you propose to host: soccer tournament

Total Number of participants/spectators/guests anticipated during event: 2000 *(last year reflected 2500)*

Average of participants/spectators/guests anticipated at any given time: 500

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

*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 Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: yes If so, please indicate locations: walkway from parking lot

*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: yes there may be a few 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: golf carts

*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: certified athletic trainers

*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: lawn mowing

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### 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: ADV

**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: ADV

Applicant's Signature: Annalisa Van Houten Date: 12/21/24

Co- applicant's Signature: [Signature] Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 1/9/25

**For office use only**

Comments: NO USE OF H8 will be allowed due to moles

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

Application has been (Circle one)  Approved  Denied

Hamburg Township Representative: \_\_\_\_\_

## **2024 International Boarder Stars Tournament Public Safety Brief**

After a thorough examination of the event hosted on April 13<sup>th</sup>-14<sup>th</sup>, 2024, these are my findings:

### **Event Size:**

On Saturday, April 13<sup>th</sup>, 2024 at 1105 hrs, there were approximately 335 vehicles on the west park grounds. We have estimated each vehicle having approximately 3 people, giving us a total of approximately 1,005 participants and spectators at that particular time.

### **Personnel Needed:**

It is my opinion this event, assuming it remains the same size, will need a minimum of 1 public safety personnel to insure the entirety event remains on the west side of the parks and no one is utilizing the east side causing pedestrian traffic across Merrill Road, an unmarked 55mph zone.

### **Public Safety Wages:**

Two twelve-hour days with one police officer staffed totals \$933.12 in wages. These wages are the base wages for a police officer. The number would be higher if any command staff has to cover the event.

### **POLICE**

38.88/hr

x 1.5 overtime

58.32/hr

x 1 officer

58.32/hr

x 12 hr shift

699.84

x 2 days

**\$1,399.68 total wages for the two-day event**

### **Disabled Parking:**

This tournament should also increase the disabled parking spaces from 4 to a minimum of 8, preferably 12.

### **Event Staff Requirements:**

This event seemed to flow well without the need for staff parking attendants.

### **Signage:**

No additional signage above and beyond what public safety supplies is required for an event this size.

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

Respectfully,  
Sergeant Megan Paul

















