



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

TO: Township Board

FROM: Deby Henneman, Township Coordinator

DATE: February 21, 2024

AGENDA ITEM TOPIC: Park Approval – Legacy Sports Complex/MI Alliance – Smartwater Invitational

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

Requested Action

Approval of the Park Use request for the Smartwater Invitational Tournament to be held on May 3-5, 2024 as recommended by the Parks & Recreation Committee, with a Low Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

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 is allowed in areas outlined in the Park Use Policy, and may be administratively approved

Background

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex, for the 2024 Smartwater Invitational for May 3-5, 2024 for approval, as outlined in their application dated 11/22/23, contingent on Public Safety review and setting of a hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

Motion by Hohl, second by Hughes, to accept the Director's recommendation of a low hazard level for the Smartwater Tournament.

Passed unanimously

Additional Details

- Committee review done – Low Hazard set
- This use will cause the need for BLACKOUT DATES – May 3-5, 2024
- Park Fees for this user will be \$750.00 per day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$0 per day for 0 public safety personnel Public Safety
- Applicant historically has arranged for dumpster and extra portable toilets with no issues
- Applicant is required to prepare their own fields and may be credited for in-kind donation

Attachments

- Park Use Application



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(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: 2024 Smartwater Invitational Blackout

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

Applicant Name: Sammi Corcoran Legacy Center

Date(s) of Event: May 3-5, 2024 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@legacycentermi.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

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 tournamnet for U8-U15 teams

Total Number of participants/spectators/guests anticipated during event: 750

Average of participants/spectators/guests anticipated at any given time: 250

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

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

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 3/25/24. Will will know more specifically what size fields we will need.

- striping to be done by Legacy In-Kind

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: SLC

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: SLC

Applicant's Signature: Sammi Corcoran Date: 11/22/23

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 12/4/23

For office use only

Comments: Public Safety recommends low tier

Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____