

**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** July 14, 2023

**AGENDA ITEM TOPIC:** Park Approval – Coaches Legions Cross Country Invitational – 2-day event  
September 29 & 30, 2023 – BLACKOUT FOR EAST PARK  
Number of Supporting Documents: **1 Application Packet**

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### **Requested Action**

Approve Park Use Application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that fees for Parks & Public Safety be set based on a Medium Hazard level being assigned by Public Safety at their July 7, 2023 meeting.

### **Background**

Based on the participant numbers reflected on the application, the fees for a Blackout Event in East Park for a recognized group is \$500 per day with the Public Safety fees at \$600 per day. Parking is planned in the West Park parking lot. The Township Board's motion will need to address fees, either waiver or reduction, including the fees for Vendor Inspections through the Fire Department. It has been the Parks and Recreation Committee's suggestion that in the future, all extra portable toilets and dumpsters be arranged by the Park Coordinator, and that costs for those services be recouped from the applicant. Changes to the policy and procedures are forthcoming.

This event is similar in size to the 2022 Fall event that raised some concerns regarding the lack of adequate sanitary facilities, dumpsters, and crowd/traffic control. It is highly recommended that these concerns be addressed to the satisfaction of the Clerk and the Public Safety Committee. Also, the food vendors will be required to provide Certificate of Insurance as well as their food licenses, and the list of expected vendors will need to be provided to the Fire Department for inspection. There is a \$50 inspection fee for the Tent Permit Application, so it is up to the Board if this fee will be waived.

**The applicant has stated there will be a \$10 per vehicle fee charged to enter this event.**

This event will be considered a Blackout, during which no other users will be allowed to use the facilities.

### **Parks Committee Approved Motion – April 25, 2023:**

Motion by Dolan, supported by Muck, to recommend approval of the event to the Township Board with a Blackout, contingent on the applicant providing adequate sanitary conditions, a rubbish dumpster, and traffic control solutions satisfactory to the Township, and that all food vendors provide a Certificate of Insurance and be properly licensed and that a Tent Permit application list all vendors who will be present and subject to inspection. A hazard level shall be set after review by Public Safety, and all other requirements must be met to the satisfaction of the Clerk's office.

VOICE VOTE: Ayes: 4 Absent: 1 (Auxier)

MOTION CARRIED

### **Public Safety Committee Unapproved Motion – July 7, 2023:**

Motion by Hohl, second by Hughes with discussion, to accept the Director's recommendation of a medium intensity level for the Cross-Country Event 29<sup>th</sup> and 30<sup>th</sup> Coaches Legion Cross-Country Invitational.

Further discussion was had.

Passed Unanimously