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**TO:** Township Board

**FROM:** Deby Henneman, Township Coordinator

**DATE:** July 14, 2023

**AGENDA ITEM TOPIC:** Park Approval – PowerAde Tournament – August 19 & 20, 2023  
**West Park Blackout**

Number of Supporting Documents: **1 Application Packet**

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### **Requested Action**

Approve the Park Use Application as submitted, and allow the hazard and fee level to be determined by the Director of Public Safety after a required pre-event meeting with the applicant, along 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, that the Park Coordinator arrange for all portable toilets and garbage dumpster then pass the cost along to the applicant, and that the use will be subject to blackout dates.

### **Background**

Based on the participant numbers reflected on the application, the fees for a Blackout Event in West Park (Medium Hazard as it has been in the past) for a non-partnering group is \$1,500 per day and the Public Safety fees are \$600 per day. There is no planned use for East Park, however, overflow parking should be anticipated as it has been the case in the past. The Township Board's motion will need to address a rubbish dumpster, additional portable toilets, and extra cleaning of the portable toilets supplied by the Township, as this procedure has been proposed but is not currently part of the policy.

This event anticipates 2,500 total participants/spectators/guests during the event, with 1,500 persons at any given time. 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 which is taken out of the fees paid.

**The Parks & Recreation Committee passed the following motion at their June 27, 2023 regular meeting:**

**Motion by Michniewicz, supported by Auxier, to recommend approval to the Township Board after review and setting of hazard level by Public Safety, with a contingency that the Clerk Department be provided all requested documents to their satisfaction, and with the additional requirement that the applicant be charged for additional portable toilets, at a number suggested by the Township vendor based on the anticipated participants, along with a rubbish dumpster, all of which will be arranged by the Township Coordinator and included in their park fee invoice.**

**Voice Vote: Ayes – 4 Absent: 1 (Muck)**

**MOTION CARRIED**

**The Public Safety Committee passed the following motion at their July 7, 2023 regular meeting:**

**Motion by Hohl, second by Menzies, to approve contingent upon meeting with the Public Safety Director not less than 21 days before the event with specific attention being paid to handicapped parking and documented maps illustrating traffic flow and signage notated on the map. The hazard level to be established by the director at the end of this meeting based on his assessment of the event.**

**Passed Unanimously**