

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: March 2, 2023

AGENDA ITEM TOPIC: Parks & Rec – Heritage Vintage Market – 2023 Event (NEW)

Number of Supporting Documents: **3**

Requested Action

Approval of the Park Use request for the Heritage Vintage Market Event to be held on September 10, 2023 as outlined in their application dated February 8, 2023, and as recommended by the Parks & Recreation Committee, with a Medium Hazard level as set by the Public Safety Committee. Contingent upon on all required paperwork, including a Certificate of Insurance naming Hamburg Township as Additional Insured, being submitted to the satisfaction of the Clerk's office, along with a required pre-event meeting to be scheduled with the Public Safety Director or his designee 2 weeks prior to the event, that all activities/parking occur in East Park, and that a limit of 150 vendors total including food trucks be set.

Background

Motion by Parks & Recreation Committee was made at their meeting on February 28, 2023 as follows:

Motion by Dolan, supported by Auxier, to recommend approval of the Park Use Application for the Heritage Fall Market to be held on September 10, 2023, with approved (shared use) set-up the day before in Manly Bennett Park East, including all events as listed on their application and in their proposal packet, and to be reviewed by Public Safety in order to set a hazard level. Staff will work with MMRMA to satisfy any special requirements they may have due to exposure and the Clerk Department be provided all requested documents to their satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- This use required a review by the Public Safety Committee – minutes attached
- This use will cause the need for a BLACKOUT DATE – September 10, 2023 (some set-up on 9th)
- Park Fees for this user at medium hazard would be \$1,500 (1 day), incl a \$500 non-refundable hold-the-date deposit

- Public Safety Fees for this user will be \$600 (1 day) for 2 public safety personnel
 - *Township Board will determine the hazard category/rates after consultation with the event organizers. All events must go through a Public Safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the Public Safety Fee Chart.*
- Administrative “cut-off” for additional vendors will be the Wednesday prior to the event.

Attachments

- Park Use Application with detailed proposal
- Cover Memo
- Draft Public Safety Minutes
 - Medium Hazard
 - Required meeting with Public Safety up to 2 weeks prior to event
 - Limited to 150 vendors total including food trucks
 - All activities/patron parking to be in East Park, with West Park used for vendor parking