
TO: Parks & Rec & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 13, 2025

AGENDA ITEM TOPIC: Park Approval – Legacy Sports Complex/MI Alliance – Smartwater Invitational – May 2-4, 2025 – Manly Bennett Park West
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Recommend approval of the Park Use application for the Smartwater Invitational Tournament, submitted 1/30/25, with Special Event Hazard level which requires fees to be set by Township Board, and contingent on:

- **A Certificate of Insurance naming Hamburg Township as Additional Insured be provided**
- **The Clerk Department be provided all requested documents to their satisfaction**
- **That the Township Board establish Park Fees for event and allow credit for in-kind, if any**
- **That the Public Safety fees for the event be charged at cost rounded to the nearest ½ hour**
- **That the Township vendor be used for sanitary services and that the applicant pay extra costs**
- **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 and admin approved**

Background

Using the figures in the brief, the Public Safety charges would be roughly \$7,000 for the two days. A High Hazard park fee for a non-partner per day would be \$2,500, however, I consider Legacy a partnering group as they have assisted with preparing the fields over the last few years which would be \$1,250 per day.

While we do pay for their “robot” to do the initial seasonal striping of the fields, it is possible to negotiate a mutually beneficial agreement that would give them a partnering or even flat rate fee, in exchange for providing in-kind services. Currently, the Township is maintaining the striping with use of a vendor, however, the Tournaments typically like to reline them for their events. All of the groups have been working together to decide on a layout, which has been impacted this year with the closure of H8 (Manly Bennett Park & Water Trail Access Improvements Grant – TF22-0107).

We will need to do extra work this year on the goals and purchase new nets, and having a group with experience on inventory, vendors, and installation would be extremely helpful. Having a closer working relationship with Legacy Center moving forward would be a benefit to both Parks & Recreation and Building & Grounds staff. We hope to come forward with a proposal shortly.

Additional sanitary services will be required for an event this size. In the past, the applicant has requested additional portable toilets as well as dumpsters for this event. They have worked with our vendor in the past, whose contract has just been renewed, and were billed directly for those services, which worked out well. I would recommend that they be allowed to do the same this year. They will be expected to have all items removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event.

Note: Park Fees for this event in 2024 were \$4,200 total, with Public Safety at \$1,200 of that

Draft Motions

Parks & Recreation – February 25, 2025 – 3:30 p.m.

Motion by Dolan, supported by Muck, to recommend approval of the SmartWater Tournament May 2-4, 2025 as presented in application dated January 30, 2025 contingent on a Hazard Level being set by Public Safety, that our vendor be used for sanitary services and applicant be charged any costs associated with their event, and that the Clerk Department be provided with all requested documents.

Ayes 3 (Absent: McCabe, Auxier)

Motion Passed

Public Safety – March 5, 2025 – 3:00 p.m.

Motion by Hohl, second by Hughes, based on recommendation from the Public Safety Director that this event be established as a Special event.

Passed unanimously

Current fees can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE)

2024 Smartwater Soccer Tournament Public Safety Brief

After a thorough examination of the event hosted on May 4th, 2024, these are my findings:

Event Size:

At 1645 hrs, there were approximately 584 vehicles on the grounds. We have estimated each vehicle having approximately 3 people, giving us a total of 1,752 participants and spectators at that particular time. The drone was flown multiple times throughout the day; 9:30am, 1:10pm, 3:08pm and 4:45pm. You can see different lots filing and emptying at different times.

Personnel Needed:

It is my opinion this event will need a minimum of 6 public safety personnel to properly and safely direct traffic and cross pedestrians across Merrill Road, which is an unsigned 55mph zone. Two personnel at the south entrance directing traffic into the parking lots and stopping traffic on Merrill Road to safely cross pedestrians, two personnel at the north entrance, stopping Merrill Road traffic and directing tournament traffic out of the parking lots, and two personnel for a relief factor.

Public Safety Wages:

Two twelve-hour days with four police officers and two firefighters totaling \$6,663.36. These wages are the base wages for a police officer and fully trained firefighter. The numbers would be higher if any command staff has to cover the event.

POLICE

38.88/hr

x 1.5 overtime

58.32/hr

x 4 officers

233.28/hr

x 12 hr shift

2,799.36

x 2 days

5,598.72

FIRE

22.18/hr

x 1

22.18/hr

x 2 firefighters

44.36/hr

x 12 hr shift

532.32

x 2 days

1,064.64

5,598.72 police wages

+1,064.64 fire wages

\$6,663.36 total wages for a two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces. If not able to appropriately block off a section for that, and are using the east side to park the disabled drivers, they will need at least 3 shuttles that are in constant rotation (two shuttling and one relief).

Event Staff Requirements:

This event will need a minimum of 4 adult parking lot attendees. The teenagers do not do what they are supposed to do and are often on their cellphones. These attendees need to wear a traffic safety vest. They should have one posted at the southwest parking lot entrance, where the driveway opens up into the parking lot, directing people who are leaving to head north to exit. We had numerous people attempt to go around our “do not enter” “exit north” sign and come head-on with pedestrians and incoming traffic entering the park. A second attendee should be placed north of the end of the main parking lot where it bottlenecks into the service drive directing motorists to park perpendicular, not parallel park, to increase the number of vehicles parked on the west side to help limit the amount of pedestrian crossing Merrill Road. Lastly, a third should be in the grassy area just north of the entrance of the south lot that is sandwiched between Merrill Road and the parking lot, directing rows of parking to avoid accidental block-ins and one for a relief factor.

Signage:

The “enter only” and “exit only” signs that were supplied by the event staff were very helpful. A few “exit north ←” signs to placed throughout the parking lots to remind people to exit north would also be helpful.

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

Respectfully,

Sergeant Megan Paul



Megan Paul

Sergeant

Hamburg Township Public Safety
Police Department

Office: 810-231-9391 ext 454

Direct: 810-222-1175

Fax: 810-231-9401

Email: mpaul@hamburg.mi.us

10409 Merrill Rd
P.O.Box 157
Hamburg, MI 48139



1645 hrs



1645 hrs



1645 hrs



1645 hrs



0930 hrs



1310 hrs



1508 hrs



1645 hrs



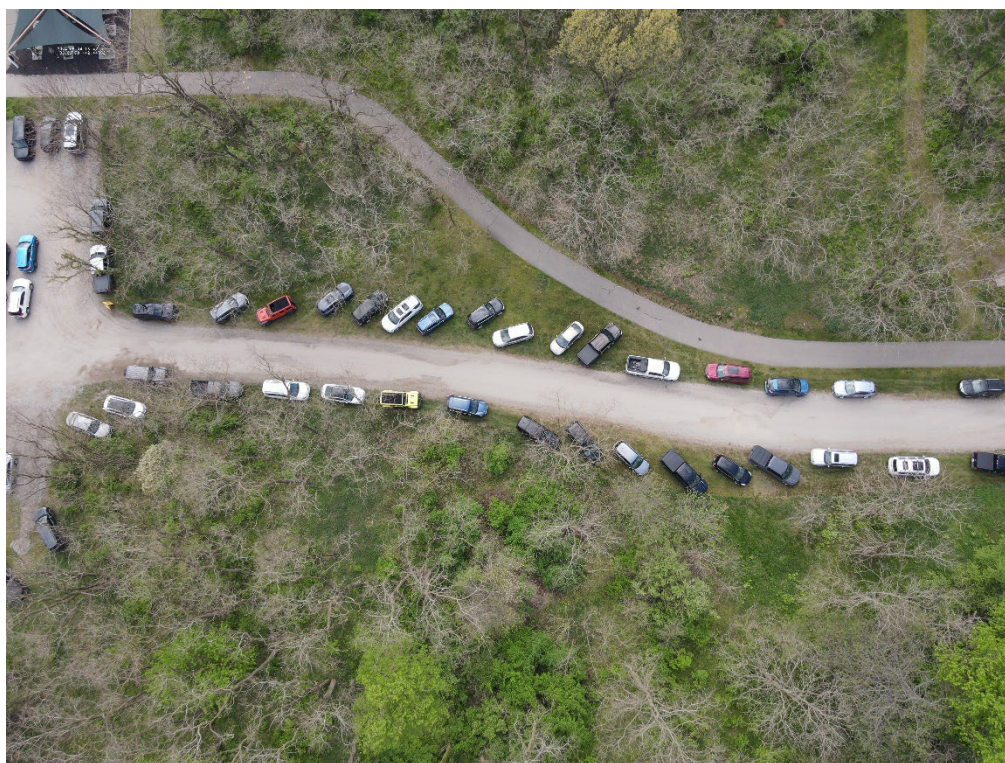
1645 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs



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): Legacy Center Sports Complex

Name of Event: Smartwater Invitational 2025

Type of Event: Soccer Tournament Park Use Category #: Select One

Applicant Name: Sammi Corcoran

Date(s) of Event: May 3-4, 2025 May 2 swap 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@legacycentermichigan.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 Need copy

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 ? Numbers maybe

Average of participants/spectators/guests anticipated at any given time: 250 low - see PS report

Site of Proposed Event; include all areas of the parklands that will be used: All of West Bennett Park Soccer Fields 2024

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

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: _____

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 compliance³ 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:  Date: 1/30/25

Co- applicant's Signature:  Date: _____

Parks Coordinator:  Date: 2/21/25

For office use only

Comments: _____

Meeting Approval Dates: 2/25/25 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____