



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: March 29, 2023

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

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

Requested Action

To approve the application, which should include a 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 a Tent Permit listing any other vendors hired for event be supplied including a Certificate of Insurance and proof of Food Service license, if applicable, which will be subject to a Vendor Inspection by the Fire Department.

Background

There was no quorum at the Parks and Recreation meeting on March 28, 2023. Due to the timing on this request, I am bypassing the committee and requesting approval from the Township Board. The members which were present are in support of this request. The numbers on the application do not warrant a Public Safety review.

This user is requesting use of 4 fields for “overflow” event use, for May 6 & 7, 2023. There are no other events scheduled for that weekend, and we anticipate being able to accommodate the request, along with our regularly scheduled uses. As it will not be considered a “Blackout” they will be charged the hourly field rate of \$25.00 for every 2 hours.

On a side note, we have contracted with Legacy for the initial seasonal striping of the soccer fields using their automated system. The striping will be maintained by a separate contractor we hired to check on the stripes weekly and to refresh them as needed. We no longer have a volunteer group available to perform this function.



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Memorandum

Date: March 24, 2023

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Smartwater Invitational Tournament 2023
Michigan Alliance FC – Manly Bennett Park – West
Park Use Application for Soccer Field usage – 4 fields (No Blackout required)

Dates of Event: May 6 & 7, 2023

We are in receipt of a Park Use Application from the Michigan Alliance for use of 4 Soccer Fields in Manly Bennett West for the Smartwater Invitational Soccer Tournament to be held on the captioned dates. This Tournament occurs the weekend prior to the Jaguar Tournament.

The crowd numbers expected will not require a review from Public Safety, however, the event will be listed on the Blackout List and provided to them. Should there be any vendors on site, a Tent Permit application will be required and submitted to the Fire Marshal for further action. This use will be charged the per field rate, and any in-kind work such as striping will be applied toward any amount due.

The applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and all charges incurred for these services. They will also be expected to have all additional facilities removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event.

Should the Parks & Recreation Committee recommend approval of the application, it should include a 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 any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal.



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):

Name of Event: 2023 Smartwater Invitational

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

Applicant Name: Legacy Center Sports Complex

Date(s) of Event: May 6 and 7, 2023 Time(s) of Event: 8:00 am - 8:00 pm

- Rate per field x4

Applicant Address: 9299 Goble Drive Suite or Apt #:

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Gretchen McKernan

Contact's Affiliation with Applicant: Administrator

Contact's Phone: 734-260-1907 Contact's E-Mail: gmckernan@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: K&K Insurance Group

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: Expiration Date: 9/1/2023

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 tournament 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: _____

West Bennett Park - Fields H-1, H-2, H-6 and H-7 ←

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 pathway
as in previous years.

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: Only golf carts

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: Headquarters for event, and main site will be at Legacy Center. Hamburg Twp fields will be used as overflow. Event registration closes on 3/27, at which point we'll know more specifically what size fields we'll field sizes we'll 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: gdm

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: gdm

Applicant's Signature: Gretchen McKernan Date: 3/17/2023

Co- applicant's Signature: _____ Date: _____

Parks Coordinator:  Date: 3/24/23

For office use only

Comments: _____

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

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____