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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, November 27, 2018 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
  - A. Parks Summit Meeting Minutes – 9/25/18
7. Correspondence
  - Pure Dek Hockey, Inc. – Business Proposal
  - Mike Levine Lakelands Trail Heritage Project Flyer – Meeting 12-11-18 at 7 p.m.
  - MMRMA Rap Grant Award Letter – T’Ball Fencing Project
8. New Business
  - A. None
9. Current Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Supervisor update
    2. Grant Planning Summit – Recap and McKenna presentation of Draft
  - B. Township Park Use Policy/Fee/Procedures**
    1. Policies & Procedure Manual – No progress
    2. Park Fee Schedule – No progress

### **C. Administrative Services**

1. Park Coordinator's Report
  - 2019 Blackout Dates
  - MRPA Article - Draft
2. Senior Center Report – None
3. Park Use Requests:
  - A. Michigan Jaguar Tournament – May 10-12, 2019 – WP Blackout
  - B. PowerAde Tournament – August 23-25, 2019 – EP & WP Blackout (Will coordinate with Moving Wall, proposal to be presented to Public Safety & Parks Committee)
  - C. Smartwater Invitational Tournament – May 4-5, 2019 – WP Blackout
4. Scholarship Program – No requests for funding

### **D. Special Projects**

1. T'Ball Fencing & Field Upgrade proposal – Bid Tab/Grant
2. Sun Shade for Adult Workout Area – No updates

### **E. Sponsorships/Volunteerism**

1. Eagle Scout Project – No updates
2. Amenities and Beautification Committee – No updates
  - A. Clock Tower Project – Beautification Volunteers Needed
  - B. Memorial Bench/Tree Project – No updates

### **F. Signage and Community Awareness – No updates**

### **G. Risk Management (Insurance/ADA)**

1. ADA Compliance in Parklands – Transition Plan – No updates
2. ADA Policies and Procedures – No updates
10. Call to the Public
11. Committee Comments
12. Adjournment

**Next Meeting Date: November 27, 2018 – 3:00 p.m.**

# Pledge to the Flag





# Hamburg Township Parks & Recreation

Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)222-1124  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, September 25, 2018  
7:00 p.m.

1. Call to Order

Dolan called the meeting to order at 7:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Bennett, Auxier, Dolan

Board Members Absent: Muck

Also Present: Laura Haw, McKenna Associates, Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Koeble, supported by Auxier, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Muck)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Auxier, supported by Bennett, to approve minutes from August 28, 2018 as presented.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Muck)**

**MOTION CARRIED**

7. Correspondence

Henneman referenced the Michigan Recreation and Park Association and Michigan Trails and Greenways Alliance Survey of the 2018 Michigan Gubernatorial Candidates which was included in the packet.

8. New Business – Grant Planning Summit

Dolan introduced Laura Haw from McKenna Associates, who facilitated the Summit.

Haw provided an account of the progress to date and an overview of the expected outcome of the evening. She stated the goal is to provide the Township with packaged materials to submit for both private and public grants. She stated the goal is to prioritize projects in the 5-year Master Plan, and then use Township resources to leverage other funds.

The group provided input during a break out session prioritizing projects for the Lakelands Trail, Trailheads, Winkelhaus Park and Senior/Community Center. They then prioritized projects for Manly Bennett Park. Findings will be presented to the Township Department heads for further input, and will be discussed at a special Parks meeting to

be held on October 9, 2018 at 3 p.m. A recommendation for the final proposal will then be sent to the Township Board.

Further input will be requested from user groups via email, and presentation slides will be made available on the website.

9. Current Business

**A. Special Parks Meeting – October 9, 2018 – 3:00 p.m.**

**Motion by Bennett, supported by Auxier, to schedule a special meeting for the Parks Committee on Tuesday, October 9, 2018 at 3 p.m. to finalize the recommendation for the Master Design Plan to be sent to the Township Board.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Muck)**

**MOTION CARRIED**

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no comments

12. Adjourn Meeting

**Motion by Koeble, supported by Auxier, to adjourn the meeting.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Muck)**

**MOTION CARRIED**

Meeting adjourned at 8:18 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator



Mike Dolan  
Township Clerk

No  
Information



# **BUSINESS PROPOSAL**

## **PURE DEK HOCKEY, INC.**

Tim and Calla Buchholz  
Pure Dek Hockey, Inc.  
309-714-0761  
[tmbuch9@gmail.com](mailto:tmbuch9@gmail.com)

In collaboration with

Patrik Levesque  
QC Dekhockey  
563-949-6492  
[qcdekhockey@gmail.com](mailto:qcdekhockey@gmail.com)  
[www.qcdekhockey.com](http://www.qcdekhockey.com)

## **CONTENTS**

### **1. Introduction**

- a. Who I am
- b. My consultant

### **2. Proposal**

- a. Dek hockey...Explained
- b. What is offered
- c. What is asked for

## **WHO I AM...**

- Tim Buchholz
- Husband of 19 years
- Father of three children
- Former law enforcement officer of 16 years
- Grew up in Livonia, Michigan
- 2004 – Moved to Illinois
- 2013 – Introduced to and started playing Dek Hockey
- 2016 – Ended law enforcement career to open a Dek Hockey complex
- 2017 – Relocated to Michigan to open and operate a Dek Hockey complex
- 2019 (Spring) – Open 1<sup>st</sup> Dek Hockey (3 vs. 3) complex in Michigan

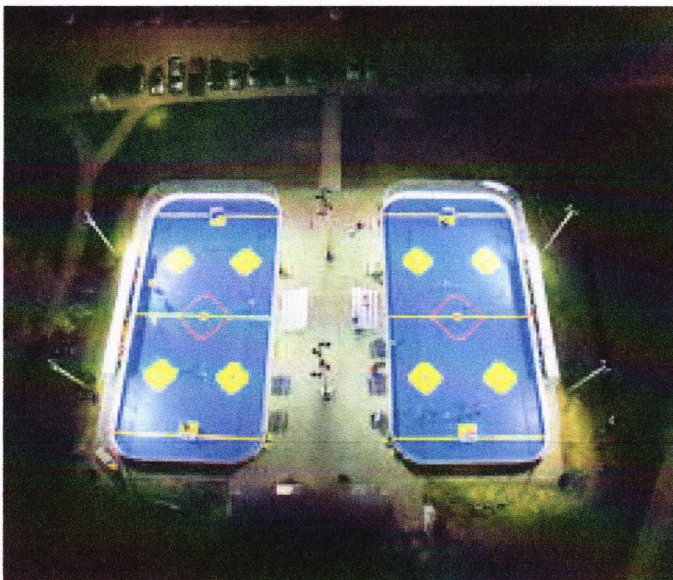
## **MY CONSULTANT**

- Patrik Levesque
  - Former pro hockey player of 10 years
  - Founder / Owner of QC Dekhockey
    - Fast growing
      - 2013 (Spring) – 29 Adult Teams
      - 2018 (Fall) – 88 Adult Teams
      - 2018 (Fall) – Approximately 500+ Jr. Players (2-12+)
    - Expansion (2016)
      - Waterloo, IA
      - Springfield, IL

## **WHAT I AM PROPOSING...DEK HOCKEY**

- What is the sport of dek hockey?
  - Off-ice hockey while wearing shoes
  - It is a non-contact sport played on an outdoor rink 100' x 50' with a sport court surface
  - Played with a ball, not a puck
  - It is 3 vs. 3 plus a goalie with three periods of 13 minutes
  - Equipment: helmet, shin pads, gloves and a dek hockey approved stick
  - Divisions for everyone: junior, women, and co-ed leagues, ages 2 and up
  - Two seasons
    - Spring (April-June)
    - Fall (August-October)

# The Rink...



Photographs of QC Dekhockey complex  
Crow Creek Park, Bettendorf, IA.

# Equipment

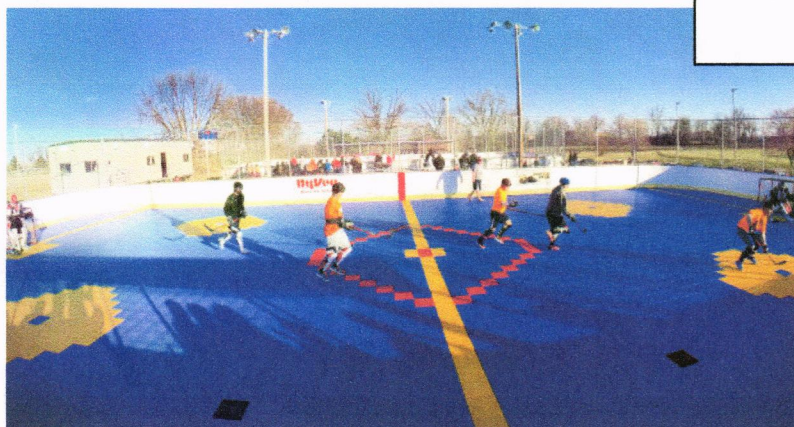


# Divisions/Leagues

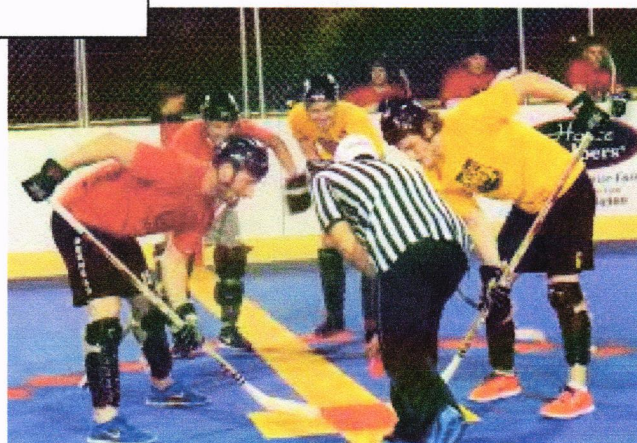
For Everyone



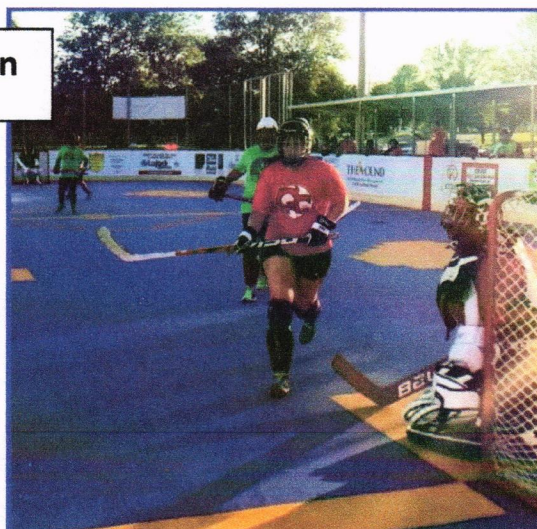
Junior 2-12+



Adult Co-ed



Women



## **WHAT IS OFFERED**

- Over \$150,000 investment from me, which includes
  - Entire Rink System
    - Purchase
    - Installation
    - Maintenance
  - Scoreboard(s)
  - Pro Shop
    - Modular Building
    - Equipment rented or purchased
  - Hiring, training and compensation of employees
  - Website equipped with stats, scoring, schedule and more
- Leagues for everyone
  - Junior (Sat/ Sun, 8:00 a.m. – 5:00 p.m.)
  - Adult Co-ed (Sun – Fri, 5:00 p.m. – 10:00 p.m.)
  - Women (Will be dependent on total teams)

## **WHAT IT BRINGS**

- New, appealing, exciting and fun activity for the whole family
  - Recreational and competitive
- Employment in the sports sector
- Exposure to the community from media, players, and spectators
- Tournaments and events supporting local businesses and bringing players from across the country and Canada

## **WHAT IS ASKED FOR**

- Necessary space to [Lease](#)
  - Open/ flat ground
  - Ideally 250' x 150' (37,500 sq. ft.) / accommodates four (4) rinks
  - 500'+ from any residence
- Permanent sports lights with electricity
- Nearby parking
- Nearby restrooms

Please review the proposal, and if you have any questions, contact me via telephone at 309-714-0761 or email at [tmbuch9@gmail.com](mailto:tmbuch9@gmail.com). Looking forward to discussing this unique opportunity with you.

Best regards,

Tim Buchholz

President – Pure Dek Hockey, Inc.

## Meeting for the Mike Levine Lakelands Trail Heritage Project



**December  
11<sup>th</sup>, 2018.  
Tuesday  
7:00-9pm**

**Hamburg  
Township Hall  
10405 Merrill  
Rd  
Hamburg,  
Michigan  
48139**

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**Advocates, trail-users, and supporters of the Mike Levine Lakelands Trail,**

The Michigan History Center invites you to an evening of discussion, planning, and sharing stories about your community on **December 11<sup>th</sup>, 7-9pm**, at the **Hamburg Township Hall**. Speakers Dan Spiegel and Joshua Kaminski will be introducing a new project that integrates the area's heritage to the Mike Levine Lakelands Trail and are excited to hear your knowledge of local history!

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For any additional information please contact:

**Joshua Kaminski**  
Eastern Michigan University  
jkamins9@emich.edu  
(586) 436-0116

**Dan Spiegel**  
Heritage Trail Coordinator  
Michigan History Center  
spegeld@michigan.gov



**EASTERN**  
MICHIGAN UNIVERSITY  
HISTORIC PRESERVATION



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

November 14, 2018

Deby Henneman  
Hamburg Township  
10405 Merrill Rd  
Hamburg, MI 48139

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Henneman,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your T-Ball Fencing project was approved. The Membership Committee authorized 1/3 funding up to a maximum of \$3,510 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Hamburg Township of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Hamburg Township remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 05/31/2019.**

Sincerely,

Cara Kowal, ARM, CPCU  
Manager of Risk Management Services

CK/sp

cc: Michael Dolan  
Ibex Insurance Agency

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**RAP/CAP GRANT REIMBURSEMENT PROCEDURE**

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- ☐ Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.
- ☐ Proof of payment associated with each invoice.
  - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
    - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
  - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
  - INVOICES STAMPED "PAID," PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.
- ☐ **\*Projects Involving Training\*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to: Cara Kowal, Manager of Risk Management Services  
[ckowal@mmrma.org](mailto:ckowal@mmrma.org)  
 FAX – 734-513-0318



# Parks and Recreation Summit

Hamburg Township, MI  
September 25, 2018

# Summit Agenda

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- Welcome and introduction
- Summit purpose / current parks and recreation efforts
- Breakout session: Parks and Recreation Project Prioritization
- 10-minute break
- Breakout session: Bennett Memorial Park Project Prioritization



# Summit Purpose

- 2018-2022 Parks and Recreation Master Plan

2019 / 2020

**TABLE 5.1: Hamburg Township - Parks and Recreation Action Plan**

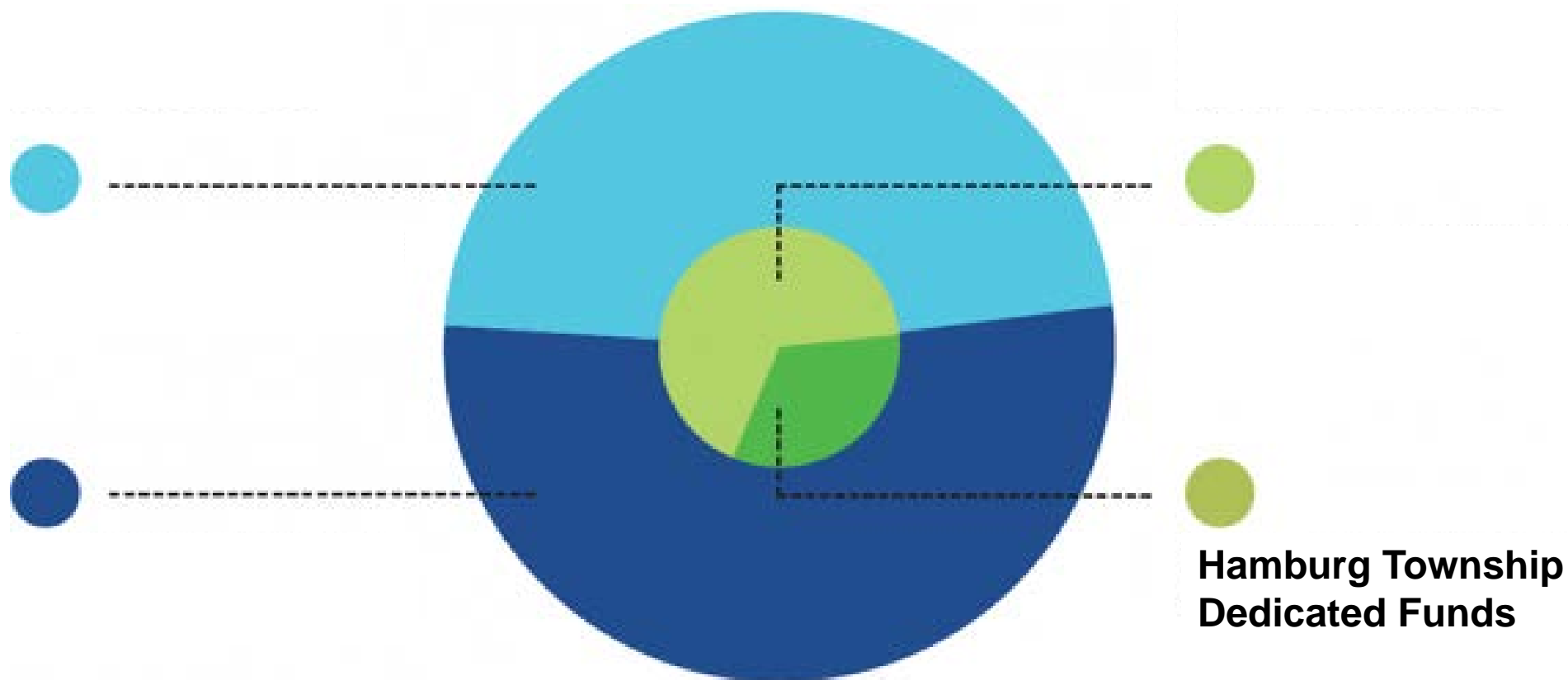
Facility	Improvement Description	ADA Transition Plan Item	Cost Estimate	Unit of Cost (Flat vs. Annual)	Funding Sources	ADA Priority Code
East Bennett Park	Install electricity to all backstops at Baseball	No	\$75,000.00	Flat	G, M, TF, RP, PD, V	0
East Bennett Park	Install/Construct 2-4 Phone Tables at Concession	No	\$1,000.00	Flat	M, TF, RP, V	0
East Bennett Park	Install New Lighting at an Additional Baseball Field	No	\$50,000.00	Flat	M, G, TF, RP, PD	0
East Bennett Park	Construct an Additional Sand Volleyball Court	No	\$10,000.00	Flat	G, M, TF, RP, PD, V	0
Lakelands Trail	Install Flora Identification signs along trail	No	\$1,000.00	Flat	V, PD, M	0
Lakelands Trail	Bike Rack/Bike Repair Stations	No	\$1,000 each	\$20,000 Flat	G, M, TF, RP, PD, V	0
Senior/Community Center	Create Community Garden - Pallets, Raised Bed Gardens, Advertising & Provide Water	No	\$5,000.00	Financially supported Volunteer Project	V, PD, M, TF, G	0
Senior/Community Center	Game tables, interior and exterior	No	\$3,000.00	Flat	G, M, TF, RP, PD, V	0
Township Grounds & Gardens	Develop/Support Farmer's Market with Farming/Zoning in effort to support economic growth	No	\$10,000.00	Flat with possible annual charge to operate	TF, M, G	0
Township Grounds & Gardens	Development of a Beautification Committee and Volunteer force for garden projects	No	\$5,000.00	Flat with possible annual charge to operate	TF, M, G	0
West Bennett Park	Purchase Sporting Equipment, if necessary	No	\$10,000.00	Annual for 7 to 9 years	M, TF, RP, G, PD	0
West Bennett Park	Install Campus Map on Informational Kiosk	No	\$750.00	Flat	M, TF, RP	0
West Bennett Park	Soccer Barriers at change in grade	No	\$50,000.00	Flat	G, M, TF, RP, PD, V	0
East Bennett Park - Concession	Relocate/Remove Concession Counters	Yes	\$700.00	Flat	TF, M, G	2
Pottysville Trailhead	Provide accessible route to Pump Track if maintained as such. Long Range plans could include development into Skate Park or re-development into Dog Park	Yes	\$2,100.00	Estimated	TF, M, G	2

Total Cost Estimate for ADA Priority Projects Only: +/- \$2,800.00

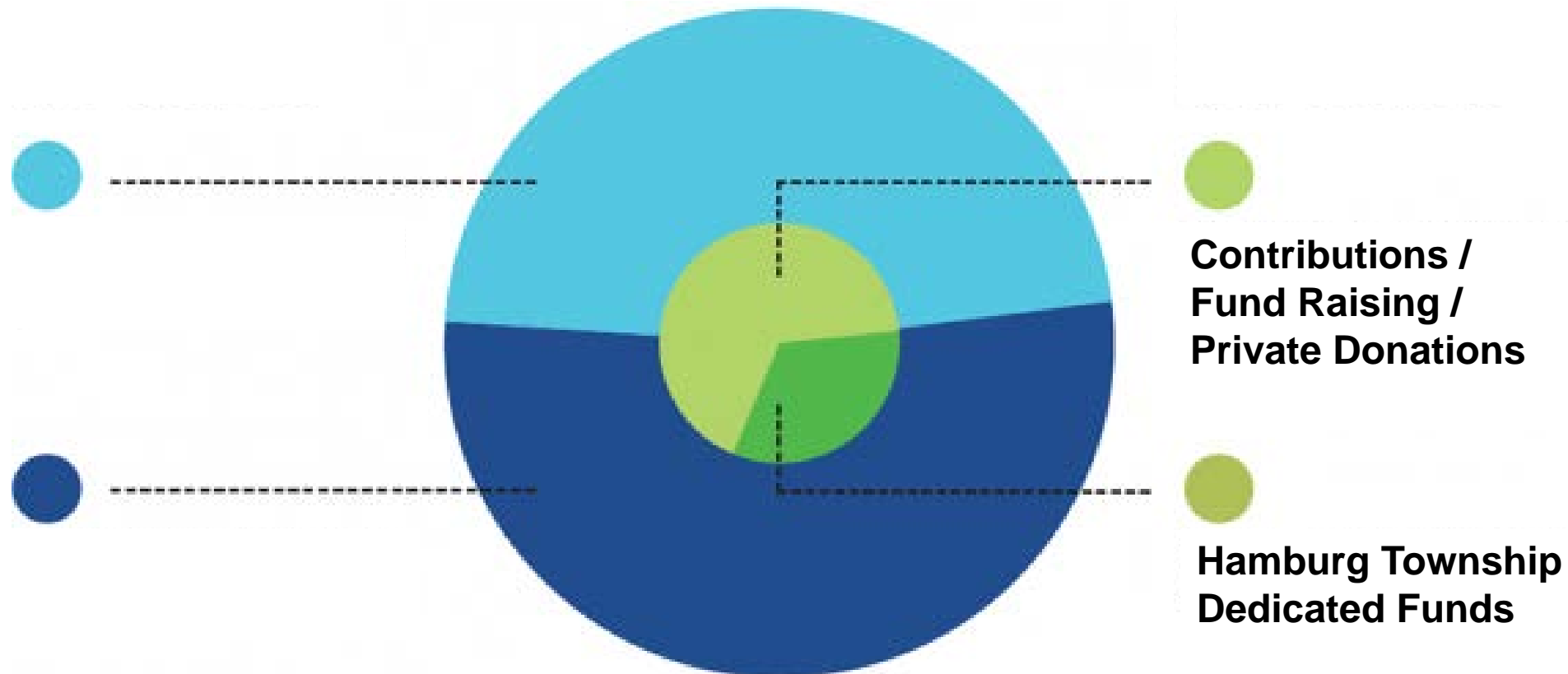
Total Cost Estimate for ALL Projects: +/- \$224,550.00



# Leveraging Township Resources



# Leveraging Township Resources

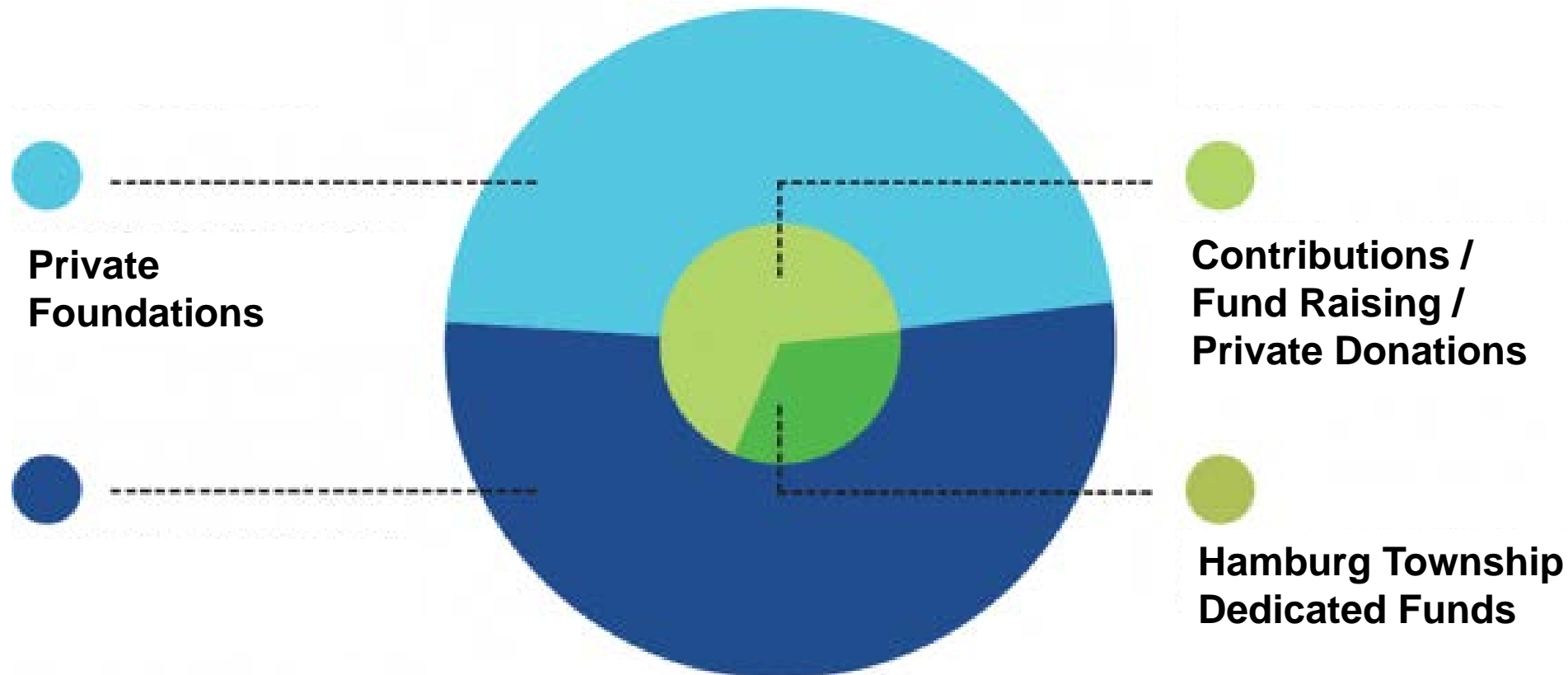


**Marly W. Bennett  
Memorial Park**  
Hamburg Township, Livingston County, MI

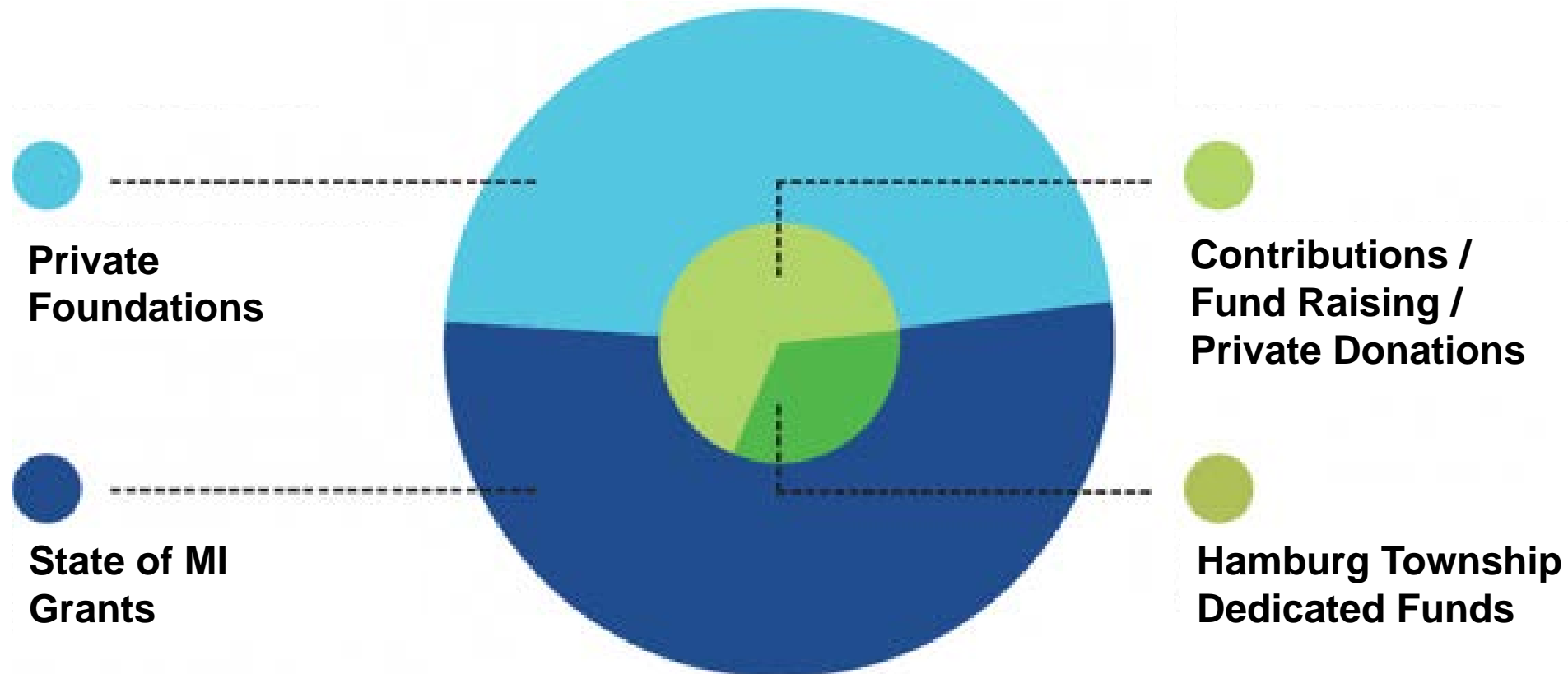
April 20, 2019



# Leveraging Township Resources



# Leveraging Township Resources



# Leveraging Township Resources

**TABLE 3.2: Hamburg Township Recreation Grant History**

Funding Source	Project Name / Number	Grant Amount	Project Description	Current Condition
Michigan Land and Water Conservation Fund (LWCF) (1980)	Manly Bennett Field No. 26-01104 B	\$25,044.83	Concession/restroom building, utilities, sewage disposal, site restoration and landscaping, parking area, LWCF sign.	Good (some upgrades needed)
Michigan Land and Water Conservation Fund (LWCF) (1983)	Merrill Field No. 26-01274	\$29,133	Landscaping, entrance signs, road and parking lot improvements, play structure asphalt walkway, litter barrels, bleachers, service gate, and LWCF sign.	Good (some upgrades needed)
Bond Fund (1989)	Manly W. Bennett Park No. BF89-092	\$100,800	Division A soccer field, Division B soccer field, lighting for 2 ballfields, parking lot, 4 shuffleboard courts, picnic tables, picnic pavilion, playground equipment, 2 basketball courts, 9 bleachers, 4" well, 2 tennis courts, 2 batting cages.	Good (some upgrades needed)
Clean Michigan Initiative (1999)	Manly W. Bennett Park No. CM99-077	\$247,000	Nature trails (8,000'), paved trails (8' wide, 3,800'), boardwalk (600'), fishing dock, picnic tables, picnic shelters with storage shed, playground equipment.	Good (some upgrades needed)
Michigan Trust Fund Grant (2013)	Lakelands Trail Access Improvements No. TF13-014	\$125,400	Paved trail (to complete Lakelands Trail in Hamburg) Install Trailhead parking and amenities, natural resource access & protection. This project included two phases to completely construct the universally accessibility development project.	Excellent



# Public Engagement To-Date



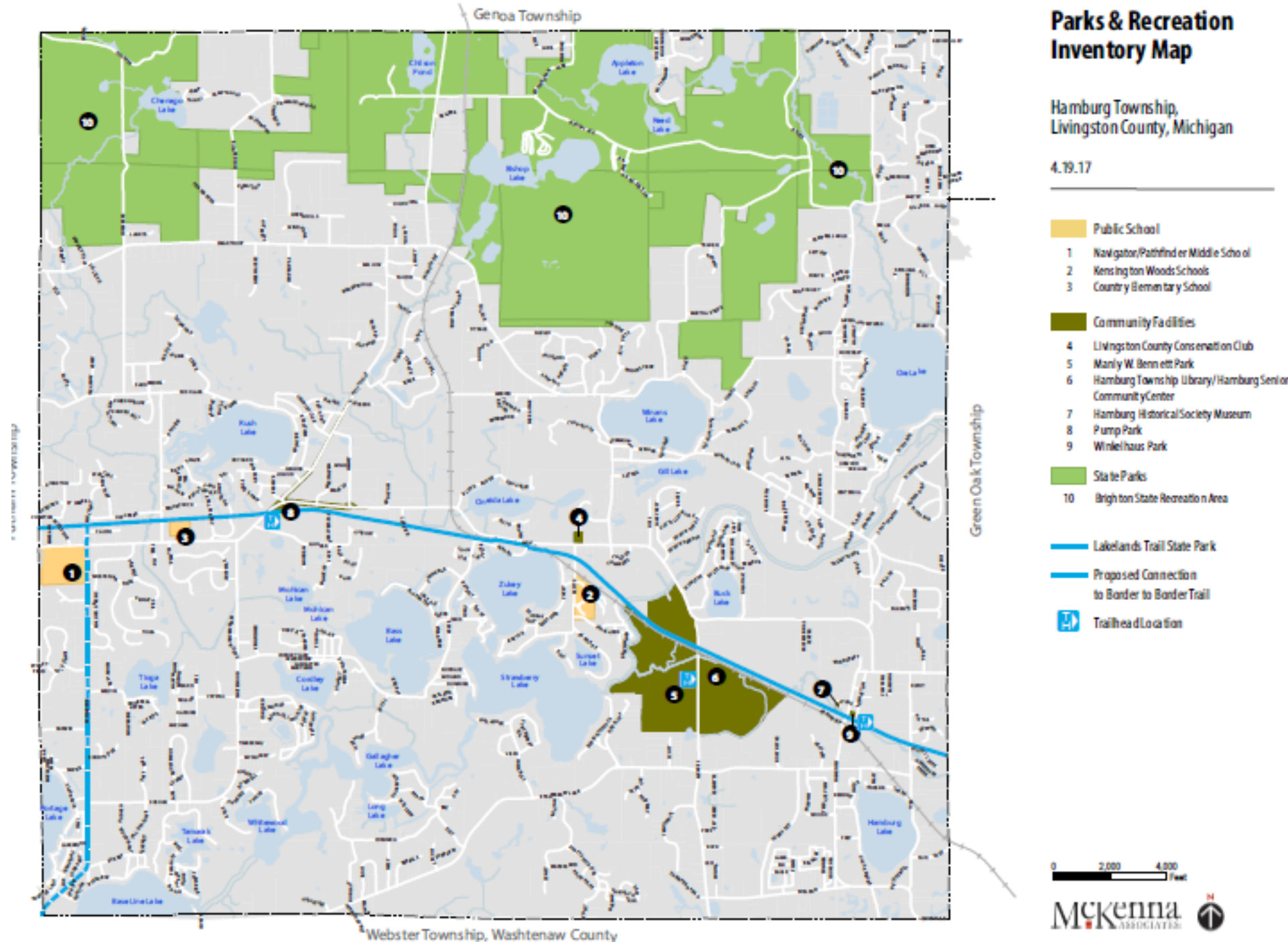
*"We need more access trails/ sidewalks/bike lanes from our neighborhoods (Hamburg Rd) to the Lakelands Trail."*

*"[To better enjoy and access the Township's parks and recreation amenities], paved walkways to provide improved wheelchair accessibility within park areas [would help]."*

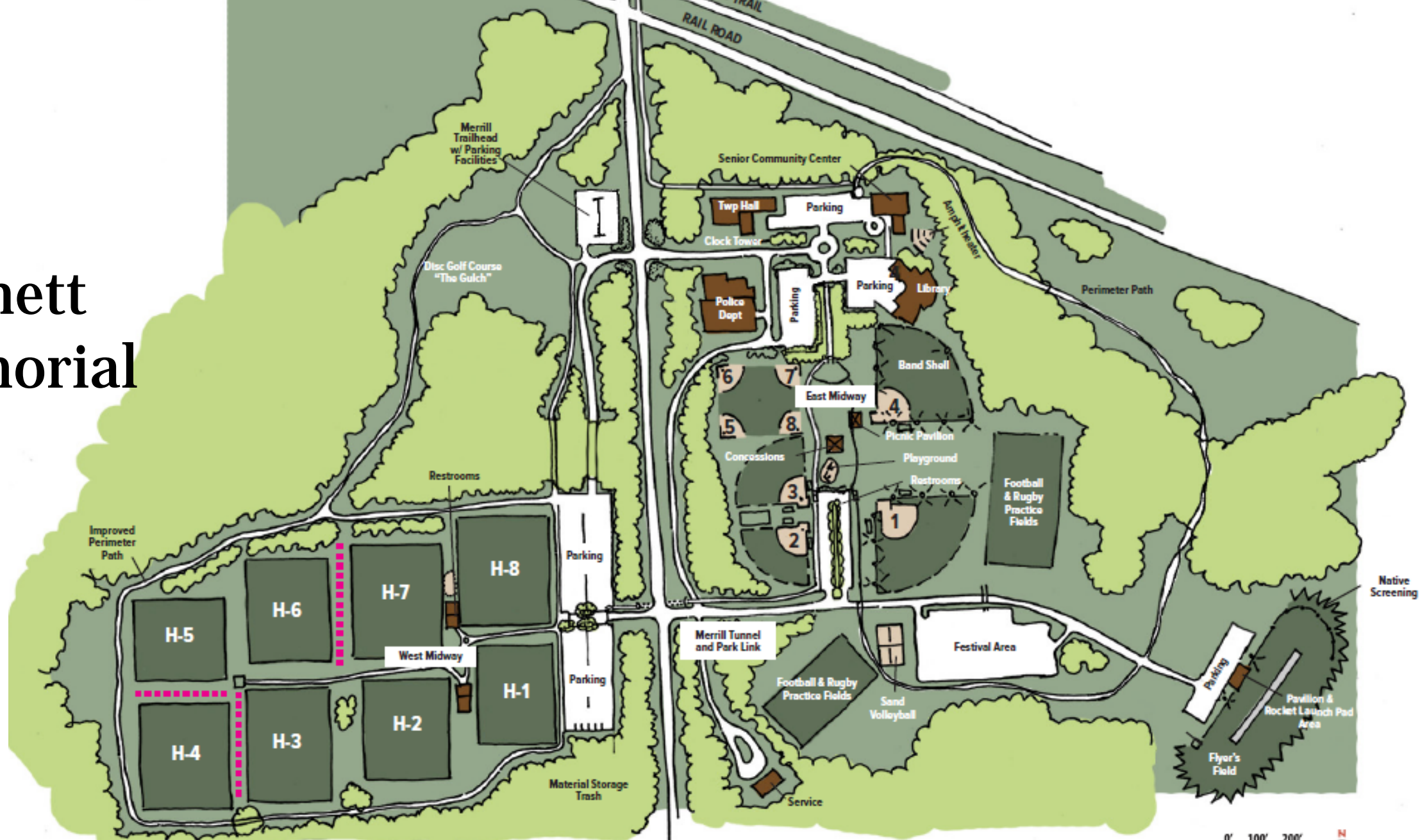
*"Horseback riding should be welcomed and accommodated on all segments of the Lakelands Trail and any future extensions through Hamburg Township."*

*"Would be good to see more wildlife land preservation and maintenance (ex: removal of invasive species and planting of native species)."*

# Township Wide Recreation Facilities



# Bennett Memorial Park





Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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November 21, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

There is a project planned for the Mike Levine Lakelands Trail, that incorporates history and heritage into our current trail system, and the first meeting will be held on December 11<sup>th</sup> from 7 p.m. to 9 p.m. This project is supported by the MDNR, Michigan History Center and Eastern Michigan University. I have included a flyer in the packet, and urge anyone who is available for the meeting to attend. This is some pretty exciting stuff!

The RAP Grant application for our T-Ball Fencing Project has been approved, and we have been granted funding for 1/3 the amount of our project, up to a maximum of \$3,510. Project completion and paperwork submission, must be completed no later than the end of May, 2019. This project will complete the fencing project for the Baseball Diamonds in East Park.

A motion should be made at our meeting to cancel the December 25, 2018 Parks and Recreation meeting. Hamburg Offices will be closed the 24<sup>th</sup> and 25<sup>th</sup> as well as December 31<sup>st</sup> and January 1<sup>st</sup> for the Holidays.



**List of known Blackout dates for 2019 Playing Season**  
**(Includes Tentative and Pending – **Hi-lite** has event both sides)**  
**No other uses allowed on Blackout Dates unless approved by Parks**

**East Park**

May 11, 2019	PHBSA Opening Day event - Estimated
May 17, 18 & 19, 2019	PHBSA Baseball Classic Tournament - Estimated
May 31, June 1 & 2, 2019	PHBSA Baseball Classic Tournament - Estimated
June 8 – 18, 2019	HERO – Family Fun Fest w/set-up – Approved
August 10, 2019	Flyer's Airshow – Tentative (Rain date 8/17/19)
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Pending
August 24-Sept 3, 2019	Vietnam Moving Wall Event – Approved

**West Park**

April 13 & 14, 2019 (50%)	USA Ultimate Frisbee Tournament – Pending
April 27 & 28, 2019 (50%)	USA Ultimate Frisbee Tournament - Pending
May 4 & 5, 2019	Smartwater Invitational - Pending
May 10, 11, 12, 2019	MI Jaguars Invitational Tournament - Pending
June 14-18, 2019	HERO – Family Fun Fest- Fireworks– Approved
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Pending
August 24-Sept 3, 2019	Vietnam Moving Wall Event – Approved

**Lakelands Trail**

April 30, 2019 (M. Trailhead)	A Walk in the Woods Trail Walk – Library Event
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**Merrill Field Disc Golf Course**

April 30, 2019 (M. Trailhead)	A Walk in the Woods Trail Walk – Library Event
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# Premier Agency Member Spotlight:

## Hamburg Township Parks and Recreation

Hamburg Township Parks and Recreation prides itself in providing many quality facilities and services for a minimal amount.

"Residents get a lot of bang for their buck because we have extensive facilities," said Deby Henneman, Hamburg Township Parks and ADA Coordinator. "We have a millage that covers parks as well as the maintenance of the Lakelands Trail and our Senior/Community Center."

There are several lakes in the community, and the township is part of the Great Lake to Lake trail system, stretching from Grand Haven to Port Huron.

"If you are into dirt bike riding or roller blading or if you want to hike on a flat surface you can come on our trail," said Henneman. "We've had the Moving Wall at Manly Bennett and we also host tournaments and festivals. Our facilities are quite varied, there is something for everyone."

An important part of the community is the 384-acre Manly Bennett Memorial Park. Residents who desired areas for recreation laid the foundation for the park's development in 1973.

"We have sports fields at Manly Bennett and we host baseball, football, rugby, and soccer," said Henneman. "We also have passive recreation like disc golf, horseshoes, and even a RC flying field with a runway."

The Lakelands Trail has many features. It travels over the Huron River, has rolling forest, open prairie and wetlands. A variety of habitats can be found along the way such as turtles, rattlesnakes, sandhill cranes and hawks.

"The Lakelands Trail State Park is heavily used, people love it," said Henneman. "It runs the entire length of our township, so it's just over six miles."

Winkelhaus Park has a rich history in the community. The township leases the property from the Winkelhaus family.

"John and Bertha Winkelhaus bought the Hamburg House Hotel, which was originally built in 1835," said Henneman. "In 1903 they opened for business and ran it as a hotel for 50 years. In 1962 Bertha passed away, the hotel was left empty and in 1968 it burned down. The site of the hotel remains in the family."

The family wanted to do something with the property so the Historical Society approached the township board and proposed cleaning it up. In 2013 it was officially opened as a park.

"It worked out great because it's up on a hill and it's a really beautiful spot," said Henneman. "People use it for weddings and other events. There is a horseshoe pit there, picnic tables, and a small nature path, it's really charming."



**This year the department hosted a clean-up event during Earth Day weekend. Residents donated household items to the Salvation Army.**

"We also had a scrap metal drive, composting, and dumpsters for large items," said Henneman. "It was a really successful event."

Area sports clubs each have their own programs and the department offers a youth sports scholarship.

"My role is to facilitate between the township board and the user groups," said Henneman. "We have a very robust community education program through Pickney Community Schools, and the Hamburg Library has a great enrichment program as well. If I see a need and nobody else is doing it, I make suggestions to the Board to fill in the gaps."

They also network with private businesses that offer recreation and connect residents to user groups.

"I try to be in touch with everything recreation so I know where to send people," said Henneman.

Henneman is currently seeking volunteers for an Amenity and Beautification Committee.

"I would like to see a group of individuals come together to help with things like maintenance of the gardens, installation of respite areas along the walking paths, and hosting educational opportunities regarding our local history and natural features," said Henneman. "I met with the Hamburg Museum and Hamburg Library and we are going to work together on this."

The department also wants to develop walking trails within the township complex.

"I would really like to see pretty benches and flower gardens and sculptures along the way," said Henneman.

For more information visit [www.hamburg.mi.us](http://www.hamburg.mi.us).



Article written by mParks -  
Michigan Recreation and Park Association

The voice of Michigan's parks and recreation community

We advocate. We teach. We inspire.



[www.hamburg.mi.us](http://www.hamburg.mi.us)



Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **Memorandum**

Date: October 17, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Michigan Jaguars 2019 Invitational Tournament

Request for 100% Use of Manly Bennett Park – West

**Blackout dates: May 10-12, 2019 - Sunup to Sundown (Friday later day set-up)**

We are in receipt of a Park Use Application from the Michigan Jaguars FC for use of 100% of the Soccer Fields located in Manly Bennett Park West.

The applicant has hosted this event at Manly Bennett for several years, and during this event no other user groups or individuals will be unable to utilize the fields until the following Monday. There have not been any other requests for use of these fields for this particular weekend; however it will affect the regular user groups who may need to reschedule games or practices to allow for this event. This event also falls on the same weekend that the PHBSA typically holds their Opening Day for baseball.

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

I recommend approval of the application as submitted contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the applicant be invoiced as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. This event will also require Vendor Inspections by the HTFD and approval through Public Safety.



**Hamburg Township Manly Bennett Park**  
**Park Use Application and**  
**Release of Liability & Indemnification Agreement**  
*(Application must be submitted 60 days before required use)*

**Submit by Email**

**Print Form**

10405 Merrill Road  
Hamburg, MI 48139  
(810) 231-1000 X-218 Office  
(810) 231-4295 Fax

**Applicant Information:**

Name of Event:	Michigan Jaguars Invitational 2019		
Type of Event:	Soccer Tournament		
Applicant Name:	Annalisa Van Houten Michigan Jaguars FC	Park Use Category:	2 - Small Group/Business ▼
Date(s) of Event:	May 10-12, 2019	Time(s) of Event:	7am til dark
Applicant Address:	24404 Catherine Industrial	Suite or Apt. #:	310
Applicant City:	Novi	Applicant State:	MI
		Applicant Zip:	48375
Contact Person:	Annalisa Van Houten	Contact Title:	Tournament Director/General Mgr
Contact Phone:	2486130729	Contact Cell:	same
Contact Email:	avanhouten20@gmail.com		
	<i>All Co-applicants must also sign all applications and waivers</i>		
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

**Insurance Information:**

Insurance Carrier:	Pullen Insurance	Policy Number:	KKO-75195-00
General Liability Limit:	KKO-75195-00	Expiration Date:	9-1-2019

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

**Event Description:** *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown:	Youth Soccer Tournament. Set up may begin Thursday with tents, porto potties, dumpster. Then clean up will begin sunday evening and probably final pick up by Monday after event - must be removed from premises no later than Tuesday. Public Safety must be given proposal for traffic control.
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Estimated Number of Participants:	5000	Estimated Number of Spectators/Guests:	5000
Estimated percentage of Hamburg Resident participation:	?	Estimated percentage of non-resident:	?

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	Soccer fields set up and lined Goals & Nets to be made available.
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Will there be camping and trailer facilities? If so, are overnight stays anticipated?: NO

Number of Volunteers: 25 Are Volunteers trained?: onsite training Please attach copy of Volunteer Handbook if applicable

Will tents be used?: yes All tent locations must be pre-approved

If so, indicate locations: By field 1 and the big tree

Will admission be charged?: No If so, how much?:

Parking fee charged?: no If so, how much?:

Valet service available?: no If so, how much?:

If music is played or performed, will there be a separate fee?: NA If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.*

☒ Yes

☐ No

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)**  
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

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

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving: yes, smoothies, kettle corn, pretzels . Have not finalized vendors yet  
**Application must be submitted for Fire Inspection with list of Vendors.**

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe: no. Will have medical staff on site

Specific services required from the Township, if any: fields cut

**Organized Sports and/or Sporting Events:** *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other Sports Event

If Tournament  
or other event,  
please describe:

Youth soccer tournament

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials ADV

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials ADV

*All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must supplied to the Township at time of registration.*

**Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization: ?

Please indicate total number of NON-RESIDENT participants in your organization: ?

Please indicate, or attach a  
copy of the fee structure for  
participation in this sports  
season/tournament/event:

Application fee to enter tournament  
4v4 \$575, 7v7 \$650, 9v9 \$750, 11v11 and Showcase \$795,

***Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information***

Please indicate on premise contact for before, during and after the event: Annalisa Van Houten

Event Contact Phone: 2486130729

Event Contact Cell Phone: same

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages  
that will be served (Pre-  
packaged only):

will utilize food vendors such as smoothies, pretzels, kettlecorn. Have not established yet

Please indicate the process  
by which you complete  
Background Checks:

all coaches and team managers undergo state background checks and receive risk management cards.

*Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.*

**Other Information:**

Please provide  
any other  
information  
regarding your  
event that you  
may find  
helpful:

## 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 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 on 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: ADV

**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 compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about 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: ADV

**Confirmation of Individual Participation: (Sports Groups):** The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials: ADV

Applicant's Signature: <span style="border: 1px solid black; padding: 2px;">Annelisa Van Houten</span>	Date: <span style="border: 1px solid black; padding: 2px;">9/21/18</span>
Co-Applicant's Signature: <span style="border: 1px solid black; padding: 2px;"></span>	Date: <span style="border: 1px solid black; padding: 2px;"></span>
Parks Coordinator: <span style="border: 1px solid black; padding: 2px;">[Signature]</span>	Date: <span style="border: 1px solid black; padding: 2px;">10-17-18</span>

### For office use only

Comments: Parks -  
TB - Public Safety -

Application has been (Check One) ☐ Approved ☐ Denied

Hamburg Township Clerk:



Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## Memorandum

Date: October 19, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: PowerAde Invitational Tournament 2018  
Michigan Alliance FC – Manly Bennett Park – Entire West Park with request for East Park Football Field usage – 100% of fields (blackout)

Set-up: August 23, 2018, users will still have access for games/practices

Dates of Event: August 24 & 25, 2018

We are in receipt of a Park Use Application from the Michigan Alliance for use of all Soccer Fields in Manly Bennett West, as well as the Football fields in East Park, for the PowerAde Invitational Soccer Tournament to be held August 24 & 25, 2018. This event has grown since 2012 and under the current Park Use Fee Schedule this group will be charged as a non-recognized group. The proposed date of event is the same weekend it has been historically, however, it conflicts with the already approved Moving Wall Event.

After the issues Public Safety witnessed during the 2018 PowerAde, I met with the Tournament Director and reviewed the concerns. I have attached a list that was given to her at the time. At that time, I did advise that the Tournament dates would conflict with the Moving Wall event, and that perhaps a compromise could be met if all safety issues were addressed. It is my understanding that H.E.R.O. and the folks from Michigan Alliance (Legacy Center) and a plan of action has been agreed upon. A future meeting with all parties involved will be taking place to finalize plans.

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

Should the 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 user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk

Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages with no storage of any perishable food items in the stand and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. Event will also be subject to a meeting with Public Safety/Parks & Recreation Committee to work out the specifics regarding the Moving Wall event, and a fire inspection by the HTFD of any applicable vendors.



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## **EXCERPT FROM PARKS AND RECREATION COMMITTEE MEETING MINUTES**

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Parks & Recreation Committee:

**Date of Meeting: August 28, 2018**

Board Members Present: Dolan, Koeble, Muck, Bennett, Auxier

Board Members Absent: None

Non-Voting Members Present: Henneman

Non-Voting Members Absent: Duffany, Miller, Hogrebe, Williamson

**Text of Motion:**

**Motion by Dolan, supported by Koeble, to recommend approval of the Park Use Application for H.E.R.O. for the Vietnam Memorial Moving Wall Event in West Park, including USO Concert with Bob Hope, Jimmy Durante & Jack Benny impersonators in East Park, for dates including set-up and tear-down from August 24, 2019 to September 3, 2019, subject to coordination with the Clerk and Michigan Alliance for the PowerAde event that is typically held the 4<sup>th</sup> weekend in August. Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided in limits that satisfy the Township Attorney and Insurance provider, that park fees be waived due to the nature of the event, that the Clerk be provided all requested documents to their satisfaction, that the Concession stand sales be limited to pre-packed foods or that a solution for food sales out of the West Park Concession stand be reached through the Clerk's office, that H.E.R.O. supply additional portable toilets as well as a dumpster for the event, and that a joint meeting with Public Safety be scheduled to address any questions or concerns.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: September 4, 2018

DEBRA HENNEMAN

HAMBURG TOWNSHIP PARKS & RECREATION COORDINATOR



Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **Memorandum**

Date: August 14, 2018

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: HERO Park Use – Manly Bennett Park – East & West

Special Event: Vietnam Memorial Moving Wall

Viewing Dates: Thursday, August 29 through Monday, September 2, 2019.

**East and West Park Blackout Dates (including set-up and tear down):  
Sunday, August 24, 2019 through Wednesday, September 3, 2014**

We are in receipt of a Park Use Application from Hamburg Enhanced Recreation Organization (H.E.R.O.) dated August 1, 2018 to host the Vietnam Memorial Moving Wall from August 29<sup>th</sup> through September 2<sup>nd</sup>, 2019.

The applicant anticipates up to 5,000 guests during the course of the event, and is requesting extra time for set-up and tear-down which is necessary to provide the Moving Wall with a safe and proper setting. Blackout dates being requested are around Labor Day weekend, when we typically see very little activity on the fields. The fall soccer seasons will be delayed a few days due to the tear-down activities and the soccer clubs will be notified if HERO completes the restorations any sooner than the 3<sup>th</sup> of September.

I recommend approval of the application from HERO for their Vietnam Memorial Moving Wall Event in East and West Park from August 29 through September 2, 2019 with Blackout dates of August 24 to September 3, 2019, as outlined in their application dated August 1, 2018 and contingent upon the following: That a Certificate of Insurance naming Hamburg Township as Additional Insured be provided in limits that satisfy the Township Attorney

and Insurance provider, that the current Park Use fee of \$700.00 per day, per park area, be waived due to the nature of the event, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession stand sales be limited to pre-packaged foods or that vendors, if any and subject to inspection by Fire Marshal, provide Certificates of Insurance and copy of their food license, if applicable.

Due to the nature and size of the event, I recommend a joint meeting including members of HERO, Public Safety and the Clerk staff to answer questions and further discuss the parameters of this park use approval prior to the event. I will also communicate to the clubs what dates the parks will be unavailable for their use.

This 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 September 3<sup>rd</sup>, 2014 and will be charged for any damages incurred to the premises due to their event.



**Hamburg Township Manly Bennett Park  
Park Use Application and  
Release of Liability & Indemnification Agreement**  
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road  
Hamburg, MI 48139  
(810) 231-1000 X-218 Office  
(810) 231 4295 Fax

**Applicant Information:**

Name of Event:	Vietnam Memorial Moving Wall Visit to Hamburg		
Type of Event:	Public Display		
Applicant Name:	Hamburg Enhanced Recreation Organization (H.E.R.O.)	Park Use Category:	3 - Qualified Group
Date(s) of Event:	Thursday - Monday August 29 - September 2, 2019	Time(s) of Event:	24 Hours Each Day
Applicant Address:	P O Box 548	Suite or Apt. #:	
Applicant City:	Hamburg	Applicant State:	MI
		Applicant Zip:	48139
Contact Person:	Joanna Hardesty	Contact Title:	President
Contact Phone:	(810) 397-9058	Contact Cell:	(810) 397-9058
Contact Email:	jghwade1@aol.com	All Co-applicants must also sign all applications and waivers	
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

**Insurance Information:**

Insurance Carrier:	West Bend Mutual	Policy Number:	NSL 1335562
General Liability Limit:	8,000,000	Expiration Date:	5/12 each year

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

**Event Description:** (any information that doesn't pertain to the event please indicate "not applicable" or "N/A")

Details of Event including number of days needed for the event, setup and tear-down: This will be the 3rd visit of the Moving Wall to Hamburg Township. Request is for the use of Manly Bennett Park - West beginning August 24th for set-up and running through September 3rd for tear down. We will utilize the same footprint as two previous visits. In addition, we request use of the designated area for H.E.R.O. at Bennett Park - East to place a stage for a possible USO Concert starring Bob Hope, Jimmy Durante & Jack Benny impersonators.

Setup Saturday weekend prior through Tuesday after Labor Day.

Estimated Number of Participants:	350	Estimated Number of Spectators/Guests:	5000
Estimated percentage of Hamburg Resident participation:	75%	Estimated percentage of non-resident:	25%

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	Manly Bennett Park - West. We will utilize the same footprint as two previous visits (see attached proposed drawing)
--	--

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

YES

Number of Volunteers: 250

Are Volunteers trained?: YES

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes

All tent locations must be pre-approved

If so, indicate locations:

Military tents will be placed on site near the Wall.

Will admission be charged?: NO

If so, how much?:

Parking fee charged?: NO

If so, how much?:

Valet service available?: Golf Cart Shuttles

If so, how much?: FREE

If music is played or performed, will there be a separate fee?: NO

If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.

☒ Yes

☐ No

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:  
(Pets are not allowed in parkland during events)

Obey the Animal Control Ordinance 197 and the Park Facility Use Policy

YES. Military and Service Dogs

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:

YES. Golf carts to moving visitors to and from the parking lot

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

YES. Bottle beverages pop, water, juice. Food prepared off-site, ie. donuts, pizza, etc. Hot dogs and hamburgers prepared on site. Licensed Food Handler is Jennifer Bakka.

Concession not licensed.

For anything other than pre-packaged foods, Health Department Permit and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

NO

Specific services required from the Township, if any:

NONE

**Organized Sports and/or Sporting Events:** *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other Sports Event

If Tournament  
or other event,  
please describe:

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

**Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a  
copy of the fee structure for  
participation in this sports  
season/tournament/event:

**Contact Information:**

*Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information*

Please indicate on premise contact for before, during and after the event:

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages  
that will be served (Pre-  
packaged only):

Please indicate the process  
by which you complete  
Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

**Other Information:**

Please provide  
any other  
information  
regarding your  
event that you  
may find  
helpful:

## 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 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 on 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:

jh

**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 compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of 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:

jh

**Confirmation of Individual Participation: (Sports Groups):** The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A.

Initials:

N/A

Applicant's Signature:

*Donna A. Hurdley*  
On behalf of H.B.R.O.

Date: August 1, 2018

Co-Applicant's Signature:

*[Signature]*

Date:

Parks Coordinator:

*[Signature]*

Date:

8/2/18

For office use only

Comments:

*Parked - TB-*

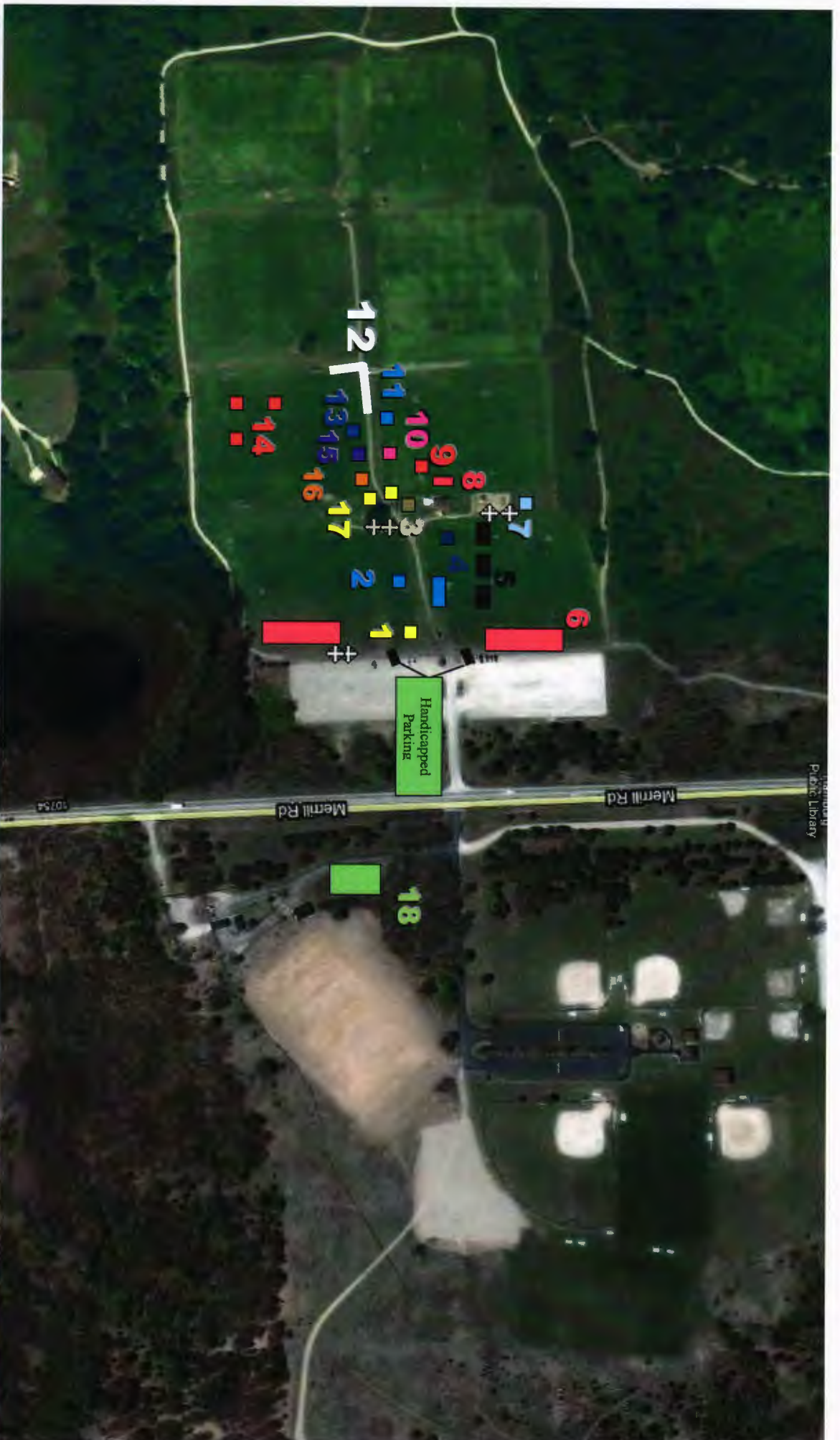
Application has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:

*[Signature]*



## The Moving Wall Visit – Preliminary Layout Plan

- |                      |                          |                          |   |
|----------------------|--------------------------|--------------------------|---|
| 1. American Huey 369 | 5. Veterans' Village     | 9. Wall Guard Station    | 14. Education Displays                    |
| 2. Vehicle Displays  | 6. Motorcycle Parking    | 10. Flag Folding Station | 15. Chaplain                              |
| 3. First Aid Tent    | 7. Mobile Command Center | 11. POW Station          | 16. War Dogs                              |
| 4. Museum            | 8. Covered Rest Area     | 12. MOVING WALL          | 17. Volunteer Check In / Info / Computers |
|                      |                          | 13. Stage                | 18. Volunteer RV Stat ++ Porta-Johns      |



**Hamburg Township Manly Bennett Park  
Park Use Application and  
Release of Liability & Indemnification Agreement**  
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road  
Hamburg, MI 48139  
(810) 231-1000 X-218 Office  
(810) 231-4295 Fax

**Applicant Information:**

Name of Event:	2019 Powerade Invitational Soccer Tournament		
Type of Event:	Soccer Tournament		
Applicant Name:	Michigan Alliance FC	Park Use Category:	4 - Non-Qualified Group
Date(s) of Event:	August 23-25, 2019	Time(s) of Event:	8:00 am - 8:00 pm
Applicant Address:	9299 Goble Dr	Suite or Apt. #:	
Applicant City:	Brighton	Applicant State:	MI
		Applicant Zip:	48116
Contact Person:	Gretchen McKernan	Contact Title:	Tournament Director
Contact Phone:	810-231-9288	Contact Cell:	734-260-1907
Contact Email:	gretchen.mafc@gmail.com		
All Co-applicants must also sign all applications and waivers			
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

**Insurance Information:**

Insurance Carrier:	Pullen Insurance	Policy Number:	
General Liability Limit:	\$1,000,000	Expiration Date:	

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

**Event Description:** (any information that doesn't pertain to the event please indicate "not applicable" or "N/A")

Details of Event including number of days needed for the event, setup and teardown:	Soccer Tournament for Competitive and Recreational Teams		
Estimated Number of Participants:	4000 over 3 venues	Estimated Number of Spectators/Guests:	8000 over 3 venues
Estimated percentage of Hamburg Resident participation:	5	Estimated percentage of non-resident:	95
Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	Request use of East and West Bennett Park and associated parking lots for games and parking. Do not need access to the concession stands. - Vendors to provide COI \$ will be subject to Fire Inspection. Application to follow.		

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

Number of Volunteers:  Are Volunteers trained?:  Please attach copy of Volunteer Handbook if applicable

Will tents be used?:  All tent locations must be pre-approved

If so, indicate locations:

Will admission be charged?:  If so, how much?:

Parking fee charged?:  If so, how much?:

Valet service available?:  If so, how much?:

If music is played or performed, will there be a separate fee?:  If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* ☒ Yes ☐ No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

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:   
**(Pets are not allowed in parkland during events)**  
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

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:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:   
*Handicap parking/signage*

**Organized Sports and/or Sporting Events:** *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other Sports Event

If Tournament  
or other event,  
please describe:

Soccer Tournament for Competitive and Recreational Teams

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials gdm

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials gdm

*All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.*

**Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization: 200

Please indicate total number of NON-RESIDENT participants in your organization: 4800

Please indicate, or attach a  
copy of the fee structure for  
participation in this sports  
season/tournament/event:

Teams playing 4v4 - \$300, 7v7 - \$500, 9v9 - \$550, 11v11 - \$600

**Contact Information:**

***Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information***

Please indicate on premise contact for before, during and after the event: Amy Callahan

Event Contact Phone: 734-649-0051

Event Contact Cell Phone: 734-649-0051

Please indicate person in charge of concessions, if any: Amy Callahan

Concessions Contact Phone: 734-649-0051

Concessions Contact Cell Phone: 734-649-0051

Types of Foods/Beverages  
that will be served (Pre-  
packaged only):

Coke products and prepackaged snacks. Licensed vendors will be selling carnival-type foods, including barbeque, smoothies, shaved ice, etc.

Please indicate the process  
by which you complete  
Background Checks:

Coaches and adult team managers are required to complete a background check. Tournament registration includes submittal of a valid Risk Management card.

*Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.*

**Other Information:**

Please provide  
any other  
information  
regarding your  
event that you  
may find  
helpful:

The Powerade Invitational tournament committee will meet with the HERO committee to work out a plan for the weekend, to ensure the Moving Wall is set up on schedule, including designation of areas for staging of trucks during Powerade and coordinating soccer game schedule/field use with preparation for Moving Wall.

The tournament committee will also meet with Safety Services, to address several issues brought up after the 2018 event, including signage, additional handicap spaces, traffic flow, and volunteer support.

Combined meeting of all 3 groups.

## 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 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 on 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

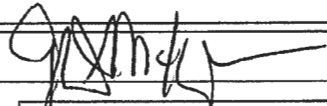

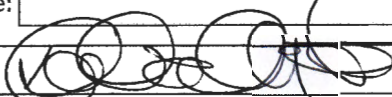
Initials: gdm

**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 compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about 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

**Confirmation of Individual Participation: (Sports Groups):** The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials: gdm

Applicant's Signature:		Date:	10/17/18
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	10-19-18

For office use only

Comments: PARKS -  
Public Safety -  
TB -

Application has been (Check One) ☐ Approved ☐ Denied

Hamburg Township Clerk:



Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## Memorandum

Date: October 19, 2018

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Smartwater Invitational Tournament 2019  
Michigan Alliance FC – Manly Bennett Park – West  
Park Use Application for Soccer Field usage – 100% of fields (blackout)

Set-up: May 3, 2019, users will still have access for games/practices

Dates of Event: May 4 & 5, 2019

We are in receipt of a Park Use Application from the Michigan Alliance for use of Soccer Fields in Manly Bennett West for the Smartwater Invitational Soccer Tournament to be held May 5 & 6, 2018. This Tournament occurs the weekend prior to the Novi Jaguar Tournament and was first at Manly Bennett Park in 2018.

Under the current Park Use Fee Schedule this group will be charged as a non-recognized group. This 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 middle 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 user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages with no storage of any perishable food items in the stand 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. A meeting with Public Safety could also be required to review plans for traffic flow and handicapped parking.



**Hamburg Township Manly Bennett Park  
Park Use Application and  
Release of Liability & Indemnification Agreement**  
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road  
Hamburg, MI 48139  
(810) 231-1000 X-218 Office  
(810) 231-4295 Fax

**Applicant Information:**

Name of Event:	2019 Smartwater Invitational Soccer Tournament		
Type of Event:	Soccer Tournament		
Applicant Name:	Michigan Alliance FC	Park Use Category:	4 - Non-Qualified Group
Date(s) of Event:	May 4-5, 2019	Time(s) of Event:	8:00 am - 8:00 pm
Applicant Address:	9299 Goble Dr	Suite or Apt. #:	
Applicant City:	Brighton	Applicant State:	MI
		Applicant Zip:	48116
Contact Person:	Gretchen McKernan	Contact Title:	Tournament Director
Contact Phone:	810-231-9288	Contact Cell:	734-260-1907
Contact Email:	gretchen.mafc@gmail.com		
All Co-applicants must also sign all applications and waivers			
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

**Insurance Information:**

Insurance Carrier:	Pullen Insurance	Policy Number:	
General Liability Limit:	\$1,000,000	Expiration Date:	

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

**Event Description:** (any information that doesn't pertain to the event please indicate "not applicable" or "N/A")

Details of Event including number of days needed for the event, setup and teardown:	Soccer Tournament for Competitive and Recreational Teams		
Estimated Number of Participants:	2000 over 3 venues	Estimated Number of Spectators/Guests:	4000 over 3 venues
Estimated percentage of Hamburg Resident participation:	5	Estimated percentage of non-resident:	95
Details of the Township site required for Proposed Event, please include site plan, drawing of layout for any Special Events:	Request use of West Bennett Park and associated parking lots for games and parking. Do not need access to the concession stands.		

Will there be camping and trailer facilities? If so, are overnight stays anticipated?: No

Number of Volunteers: 100 Are Volunteers trained?: Yes Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes All tent locations must be pre-approved

If so, indicate locations: Along walkway, through West Park, as located in prior years.

Will admission be charged?: No If so, how much?:

Parking fee charged?: No If so, how much?:

Valet service available?: No If so, how much?:

If music is played or performed, will there be a separate fee?: No If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event. ☒ Yes ☐ No

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)**  
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

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 and utility carts to transport supplies, injured athletes and the elderly.

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving: Yes, Coke products and pre-packaged snacks. Licensed vendors will also be selling carnival-type food, including bargeque, smoothies, shaved ice, etc.

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe: No

Specific services required from the Township, if any: Mowing, and possible assistance with traffic control (safety services), depending on number of teams

**Organized Sports and/or Sporting Events:** *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other Sports Event

If Tournament  
or other event,  
please describe:

Soccer Tournament for Competitive and Recreational Teams

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials

*All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.*

**Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a  
copy of the fee structure for  
participation in this sports  
season/tournament/event:

Teams playing 4v4 - \$300, 7v7 - \$500, 9v9 - \$550, 11v11 - \$600

***Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information***

**Contact Information:**

Please indicate on premise contact for before, during and after the event:

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages  
that will be served (Pre-  
packaged only):

Coke products and prepackaged snacks. Licensed vendors will be selling carnival-type foods, including barbeque, smoothies, shaved ice, etc.

Please indicate the process  
by which you complete  
Background Checks:

Coaches and adult team managers are required to complete a background check. Tournament registration includes submittal of a valid Risk Management card.

*Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.*

**Other Information:**

Please provide  
any other  
information  
regarding your  
event that you  
may find  
helpful:

## 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 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 on 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

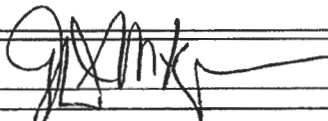
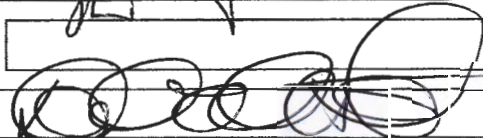
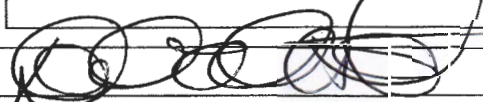
Initials: gdm

**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 compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about 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

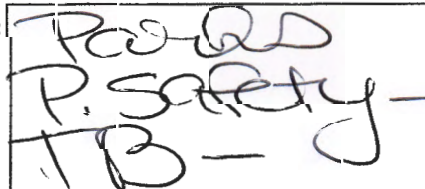
Initials: gdm

**Confirmation of Individual Participation: (Sports Groups):** The applicant hereby swears and attests that they have obtained original signatures and Initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials: gdm

Applicant's Signature:		Date:	10/17/18
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	10-19-18

For office use only

Comments: 

Application has been (Check One) ☐ Approved ☐ Denied

Hamburg Township Clerk:



**Hamburg Township Offices**  
**10405 Merrill Rd., P.O. Box 157**  
**Hamburg, MI 48139**  
**(810)231-1000**  
**[www.hamburg.mi.us](http://www.hamburg.mi.us)**

Memorandum

November 9, 2018

To: Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Baseball Safety Fencing Project – Phase 4 – T'Ball Diamond Safety Fencing

On September 7, 2018, a Request for Proposal was drafted to request pricing for the final Phase of the Baseball Safety Fencing Project. Bids for installation of safety fencing to line the player benches were received on September 21, 2018. The bid tabulation sheet is attached to this memo.

Because this project is safety related, I submitted a RAP Grant to MMRMA for the project. Under the terms, we would qualify to be reimbursed for 1/3 the cost, with a cap of \$3,510. The cap reflects the aggregate allowed by MMRMA of \$25,000, less the amounts we were granted in the first three phases of this project.

I request board action as follows:

- Award Fencing Contract to The Fence Spot at a cost not to exceed \$5,235.00
- Approve budget amount not to exceed \$2,000 to purchase eight (8) aluminum player benches (Should RAP Grant be awarded, those funds could be used for this purpose)
- Approve budget amount not to exceed \$1,000 to purchase gravel for improvements

Total budget for this project is anticipated not to exceed \$8,235, and contemplates award from MMRMA RAP Grant in the amount of \$1,745.00. Award letters should be sent out shortly, if one hasn't already been received. Once I have approval on the budget, I will proceed with the contract, which will be completely dependent on weather at this stage. Benches will be purchased and installed once the safety fencing is in place, and I anticipate work can be done by Township staff.



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

**Bid Tabulation  
 for  
 Design-Build Services  
 T'Ball Safety Fencing for Manly Bennett Park  
 Hamburg Township, Michigan**

Bid Date: Monday, September 21, 2018  
 3:00 PM, local time

**Project Option 1: PERMANENT Screening of player benches**

<b>CONTRACTOR</b>	<b>Novi Fence LLC</b> 29330 Wall St. Wixom, MI 48393 (248) 344-9595	<b>The Fence Spot</b> 3513 S. Old US 23 Brighton, MI 48114 (810) 227-1760	<b>Security Access Controls &amp; Fence</b> 5315 Glenway Dr. Brighton, MI 48116 (810) 227-1613
<b>Item</b>			
Tee-Ball Safety Screening	\$ 6,760.00	\$ 5,235.00	\$ 10,800.00
80' of 4' high 9 ga. Galvanized chain link fence, Commercial Grade fabric and posts for a total of 4 T'Ball Diamonds.	Terms: 50% Deposit, 50% Completion	Terms: 1/3 Deposit, Balance Completion	Terms: 0 Deposit, Balance Completion
<b>Total Bid Price:</b>	<b>\$ 6,760.00</b>	<b>\$ 5,235.00</b>	<b>\$ 10,800.00</b>

**Other Vendors approached, no bid received:**

South Lyon Fence  
 Fowlerville Fence

Sample of safety screening showing 2  
- 20' panels of fence split with a 4'  
opening. Picture from an area school.





## "DD Permanent Bench W/O Backrest

Item		Description	Price
▶ <u>Aluminum Permanent Player Bench w/o Back 6'</u>		Aluminum Permanent Player Bench w/o Back 6'	\$205.00
▶ <u>Aluminum Permanent Player Bench w/o Back 7.5'</u>		Aluminum Permanent Player Bench w/o Back 7.5'	\$215.00
▶ <u>Aluminum Permanent Player Bench w/o Back 12'</u>		Aluminum Permanent Player Bench w/o Back 12'	\$259.00
▶ <u>Aluminum Permanent Player Bench w/o Back 15'</u>		Aluminum Permanent Player Bench w/o Back 15'	\$292.00