
**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, January 22, 2019 – 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. November 27, 2018 – Parks & Recreation Regular Meeting Minutes
7. Correspondence - None
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 – Master Design Draft approved by Township Board
 - B. Township Park Use Policy/Fee/Procedures**
 1. Policies & Procedure Manual – Changes to Park Policy in process
 2. Park Fee Schedule – Pending
 - C. Administrative Services**
 1. Park Coordinator's Report – January 2019
 2. Senior Center Report – January 2019
 3. Park Use Requests:
 - A. Warriors Rugby Club – Spring Season – March 1 to June 16, 2019

B. PHBSA – Spring Season – April 1 to July 31, 2019

C. PHBSA – Tournament – May 18 & 19/June 1 & 2, 2019

D. Hamburg Soccer – Spring Season – March 20 to July 28, 2019

4. Scholarship Program – No requests for funding

D. Special Projects

1. T'Ball Fencing & Field Upgrade proposal – Fencing Complete

2. Sun Shade for Adult Workout Area – No updates

E. Sponsorships/Volunteerism

1. Eagle Scout Project – No updates

2. Amenities and Beautification Committee – Meeting 1/22/19 at 7:00 p.m.

A. Adopt a Garden – 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: February 26, 2019 – 3:00 p.m.

Pledge to the Flag



No
Information

No Correspondence



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

January 18, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

There is a Beautification Committee meeting scheduled for January 22, 2019 at 7:00 p.m. After running an ad in the Winter Newsletter, we have had some success getting folks to sign up for our digital newsletter, which I hope to start using more as we plan projects. We will be discussing an adopt-a-garden program to start.

The T-Ball Fencing has been installed, and I am currently looking into suppliers for benches. We anticipate that they will be installed in early spring, and I am hoping it will be possible to have them in place prior to the season start April 1, 2019. The RAP Grant provides a reimbursement for 1/3 the amount of the fencing installation, which will amount to \$1,745.

I will be attending the MParks Conference in Kalamazoo from January 29 to February 1, 2019 and will be out of the office that week. I will return calls and emails on my return February 4th. I am very excited about this opportunity and would like to thank McKenna Associates for sponsoring my Conference fee.

The Master Design Plan has been approved by the Board, and I will be working with Laura Haw of McKenna to determine the best projects to develop into future Grant applications. A redesign of the parking area may change the visual we were presented slightly, as the Township Board is having Zoning look into the best way to incorporate more parking into the municipal complex. Updates to the Senior/Community Center sidewalks and ramps are also needed, and may need to be incorporated into the plan as well.



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

January 18, 2019

To: Parks & Recreation Committee

From: Julie Eddings, Senior Program Director

Re: Senior Center Report

Budget Blinds installed new blinds for the Senior Center on Tuesday, January 8, 2019. One of the blinds on the dining room door was not long enough. A new blind has been ordered and will be installed when it is delivered.

The floors of the Senior Center will be waxed on Saturday, January 19, 2019. The Center will be closed Friday, January 18 at 12:30 to prepare for floor waxing.

Due to the limited number of parking spaces at the Senior Center, all trip parking has been moved to the Manly Bennett Park East parking area by the baseball fields. Senior Center staff has posted signs at the center with a map and instructions to guide members to the new parking area. Future newsletters will also post the updated parking instructions. Staff will alert DPW of trip dates in case there is a need to clear the parking lot.

The Senior Advisory Board is holding a special meeting on February 13, 2019 to discuss the ADA Transition Plan and to prioritize projects that need to be completed at the senior center.

Attendance at the Senior Center continues to increase. December monthly total was 898 with a daily average of 60. The Senior Center had 12 new members join in the month of January.

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

November 14, 2018

(1) Call to Order:

Meeting called to order at 10:06 am

(2) Pledge to the Flag

(3) Roll Call of the Board:

Present was Annette Koeble (subbing for Chuck Menzies), Gary Kaiser, Gerry Przeslawski, Sue Pack (subbing for Pat Kolasinski), Bob Andrews, Janet Bater, and Deb Kaiser (subbing for Pat Lanthier.) Absent were Pat Lanthier and Pat Kolasinski.

(4) Approval of Agenda:

Gary Kaiser moved to approve the agenda as amended. Gerry Przeslawski seconded. Suggestion Box was added under old business as item k. Sidewalk was added under new business as item d and attendance was changed to item e.

(5) Call to the Public:

None.

(6) Correspondence:

Memorial contributions on behalf of Rita Balicki from Arlene Woltman and Rolling Hills Condos of Pinckney.

Notes of appreciation from LaVerne Quinlan, Chris Romanowski, and Bill and Sandy McCoy.

(7) Approval of minutes from July 11, 2018:

Gary Kaiser moved to accept the minutes as presented and Bob Andrews seconded.

(8) Old Business:

(a) Window Replacement: Henderson's glass will come in and replace glass in windows with broken seals. Staff is looking into a company to buy parts to replace window cranks.

(b) Parking Lot & ADA Transition Plan: Parking remains an issue at center. Township board is aware there is a problem and solutions will be investigated. As a temporary solution starting in January, trip parking will be at the Baseball fields to free up space on trip days. A shuttle service was also brought up as a temporary solution.

The parking sign for reserved parking has been proofed and will be ordered.

The ADA Transition plan was presented to board for further discussion at meeting in January.

- (c) New and Used Sale: Was another huge success. Totals were \$1120 up from the previous year of \$941. Sue Pac would like to see Holiday Bazaar flyers as advertisement at New and Used Sale.
- (d) Window Blinds: Budget Blinds of Livonia approved by Township Board. Installation will be set up after W-9 is received.
- (e) Shredder Truck: Initials quotes for onsite shredding are \$450 to \$750. Discussed was bringing in a locked container from Iron Mountain to keep onsite at the senior center for seniors to use as part of their membership dues with an estimated cost between \$50-\$100.
- (f) Holiday Bazaar: 32 Tables have been sold and we have a good variety of raffle prizes. Chili and Hot Dogs will be available for purchase.
- (g) Kiwanis Lunch: Will be Tuesday, December 4, 2018. Carl Welser has been in contact with the High School Choir, police, and fire. Tickets are currently being sold for \$5/ticket.
- (h) Pickleball: Interest is high in the community. Grant money will be looked at as source of funding
- (i) Senior Housing: Deadline for interest builders is the end of November. More information will be available for January Meeting.
- (j) LED Lighting: Staff to follow up with DPW department head to check on status.
- (k) Suggestion Box: Sue Pack would like suggestion box moved to a more central area. Senior Center staff will monitor usage and move again if needed.

(9) New Business:

- (a) Holiday Closing: Senior Center will be closed Friday, November 16, 2018 for Bazaar set up. Thursday and Friday, November 22-23, 2018 for Thanksgiving Holiday. After lunch on Monday, December 3, 2018 for Kiwanis set up. Monday December 24, 2018 through Monday January 1, 2019 for Christmas Holiday.
- (b) Employee Update: Linda Bauby has started working on Mondays and Tuesdays. Carol Kolad now works Mondays, Thursdays, and Fridays.

Gary Kaiser asked to have employees highlighted in newsletter. Gerry Przeslawski suggested adding staff photos in lobby.
- (c) Giving Tree: Sponsored by Livingston Women's Club. Doves are available to sign out in the office.

- (d) Sidewalk: Gary Kaiser mentioned concerns have been brought to him about the condition of the sidewalk. Pitting and large cracks could be dangerous for senior population. Senior Center and Township staff to look into solutions.

Sue Pack mentioned that gutter over main entrance was dripping onto front sidewalk. Concern over ice developing on sidewalk and an ice dam forming on roof. Senior Center Staff to contact DPW to check gutters.

- (e) Attendance:

	<u>2018</u>	<u>2017</u>	<u>2016</u>
September Total:	1126	1310	988
September Daily Average:	62	62	45

	<u>2018</u>	<u>2017</u>	<u>2016</u>
October Total:	1514	1404	1227
October Daily Average:	66	64	58

Members to be reminded through newsletter and activities to please sign in. It was discussed to have a separate attendance line for Community Center attendance.

- (10) Call to the Public:

Sally Gates inquired about status of bingo machine which has been dismantled and disposed of.

- (11) Board Comments:

Sue Pack would like to see art hung in the women's bathroom.

Gary Kaiser commended staff for having coffee available in the lobby during yoga activities. On behalf of Joan Wright, Gary Kaiser stated there is a need for a 6 foot shelf with hooks in the ladies room for purses and coats.

- (12) Adjournment:

Gary Kaiser made the motion to adjourn, seconded by Deb Kaiser. Meeting adjourned at 11:26 am.

Next meeting will be January 9, 2019.



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: January 16, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Warriors Rugby Club (Formerly known as Dexter Rugby)
Use of Manly Bennett East - Football Field #2 – Games & Practices
March 1 to June 16, 2019

The captioned organization has submitted a Park Use Application for Field use for a spring Rugby league to be held on Football field #2 in Manly Bennett East. This group is affiliated with USA Rugby Federation, and all participants and coaches are members of this organization which provides insurance coverage, as well as providing background checks on any adult 18 years or older who holds a position as coach or board member.

The club will be made aware of the blackout dates for both the Pinckney Hamburg Baseball Softball Association as well as the Family Fun Fest, which will impact when fields are available for Rugby's use.

Should approval of the application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use of the fields will not be allowed during East Park blackout dates and that the applicant provide a roster listing all participants and the Township of residence.



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:	Warriors Rugby practice and games		
Type of Event:	Rugby practice and Games		
Applicant Name:	Warriors Rugby Football Club	Park Use Category:	3 - Qualified Group
Date(s) of Event:	March 1st-June 16th	Time(s) of Event:	Rugby Practice and Games
Applicant Address:	11442 Algonquin Dr	Suite or Apt. #:	
Applicant City:	Pinckney	Applicant State:	
		Applicant Zip:	48169
Contact Person:	Paul Burke	Contact Title:	Mr.
Contact Phone:		Contact Cell:	
Contact Email:		<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:	USA Rugby	Policy Number:	See attached
General Liability Limit:		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:

Rugby Practice and games, for 2018 Season Warriors Rugby Club (Previously known as Dexter)
East Park Football Field #2

Estimated Number of Participants:	45	Estimated Number of Spectators/Guests:	50-100
Estimated percentage of Hamburg Resident participation:	10	Estimated percentage of non-resident:	90

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

Use subject to Blackout Dates.

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

Number of Volunteers: 5 Are Volunteers trained?: yes Please attach copy of Volunteer Handbook if applicable

Will tents be used?: no All tent locations must be pre-approved

If so, indicate locations:

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: n/a

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 n/a

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 regular parking areas.

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, post match food is provided after every game. Parent volunteers provide food. Pavilion use included

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: 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:

Will all sports participants complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township?

☒ Yes

☐ No

Will all Tournament participants, including those from other Organizations, 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 blank copy of any forms used reflecting Hold Harmless language prior to event.*

☒ Yes

☐ No

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: details not know at present

Please indicate total number of NON-RESIDENT participants in your organization: details not know at present

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

each player contribute \$145 to Warriors RFC this cover all field use fees, equipment required and jerseys etc. The coaches are all volunteers.

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: Paul Burke

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):

Pre-packaged only if
concessions sold.

Please indicate the process
by which you complete
Background Checks:

Done by Rugby Assoc.

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:

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:

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 travelling 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:

Applicant's Signature:

Date: 4th January 2019

Co-Applicant's Signature:

Date:

Parks Coordinator:

Date:

1-16-19

For office use only

Comments:

PARD -
TB -

Application has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Integro USA Inc. d/b/a Integro Insurance Brokers 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339	CONTACT NAME:	
	PHONE (A/C, No, Ext): 678-324-3300 FAX (A/C, No): 678-324-3303	
INSURED United States of America Rugby Football Union USA Rugby 2655 Crescent Drive Lafayette CO 80026	E-MAIL ADDRESS: sport@integrogroupp.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Everest National Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 10120		

COVERAGES**CERTIFICATE NUMBER:** 46579702**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event			SI8ML00180-181	9/1/2018	9/1/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SI8EX00149-181	9/1/2018	9/1/2019	EACH OCCURRENCE \$4,000,000 AGGREGATE \$8,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Abuse & Molestation			SI8ML00180-181	9/1/2018	9/1/2019	\$1,000,000 Any One Occurrence \$2,000,000 Aggregate Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is an additional insured, but only with respect to liability arising out of the Named Insured's activities or operations. Coverage applies to all club practices and games. No coverage applies for ANY tournament unless the tournament is sanctioned and pre-approved by USA Rugby. Participant Legal Liability coverage is included in the General Liability limit. The USA Rugby member club named below is a Named Insured as of the date of certificate issuance until policy expiration. Additional Insured, as pertains to Events at Manley Benet Park, Hamburg Township.

CERTIFICATE HOLDER**CANCELLATION**

Warriors Rugby Club Hamburg Township P.O. Box 157 Hamburg MI 48139	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Randy Melcher
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**THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT
CAREFULLY.**

ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured** is amended to include as an additional insured any person or organization with whom you have a written agreement that such person or organization be added as an additional insured on your Coverage Part. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
 2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.



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10405 Merrill Rd., P.O. Box 157
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(810)231-1000
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Memorandum

Date: January 16, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Pinckney Hamburg Baseball Softball Association – Park Use Application
2019 Spring Season, including Opening Day event and Travel Tryouts

We are in receipt of a Park Use Application from the PHBSA for use of the Baseball Diamonds/T'Ball area/Concession Stand in Manly Bennett Park East for their regular season April 1 to July 31, 2019, including their Opening Day Event and Travel Tryouts. Dates for those events are TBD and will be approved administratively.

Park Use will be subject to Blackout Dates, including the 2019 Family Fun Fest. Should the PHBSA desire to use the Concession Stand use for sales of anything other than pre-packaged foods, it will require a separate application along with current copy of a Health Department License, to be funded by the PHBSA.

I recommend approval of the application from the PHBSA as submitted, subject to charges as outlined in the Park Facility Use Fee Schedule based on participant roster to be submitted, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed by PHBSA with the Health Department and proper documents are submitted.



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:	PHBSA - Season		
Type of Event:	Season		
Applicant Name:	PHBSA	Park Use Category:	3
Date(s) of Event:	4/1/2019 - 7/31/2019	Time(s) of Event:	
Applicant Address:	P.O. Box 813	Suite or Apt. #:	
Applicant City:	Hamburg	Applicant State:	MI
		Applicant Zip:	48139
Contact Person:	Chris Schell	Contact Title:	President
Contact Phone:		Contact Cell:	
Contact Email:	[REDACTED]		
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:	Nationwide Mutual	Policy Number:	6BRPG0000006430100
General Liability Limit:		Expiration Date:	5/10/19

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:

Rec and Travel baseball season. Includes Opening Day Event & Travel tryouts - Dates TBD & advised.

Estimated Number of Participants:	250	Estimated Number of Spectators/Guests:	
Estimated percentage of Hamburg Resident participation:	50%	Estimated percentage of non-resident:	50%

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

N/A

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:

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 CS

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 CS

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:

Rec - 83 Res / 85 Non
Travel - 193 Res / 62 Non

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:

Chris Schell

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):

Pre-packaged only

Please indicate the process
by which you complete
Background Checks:

Board members and coaches will be required to get it through ICHAT. Concussion Training also

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:

CS

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:

CS

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:

CS

Applicant's Signature:

Ch. Seel

Date:

1-11-19

Co-Applicant's Signature:

[Signature]

Date:

Parks Coordinator:

[Signature]

Date:

1-16-19

For office use only

Comments:

Park -
TB -

Application has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:

[Signature]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 1-800-426-2889 FAX (A/C, No): 1-260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:																					
INSURED Pinckney Hamburg Baseball and Softball Associ P.O. Box 813 Hamburg, MI 48139 A Member of the Sports, Leisure & Entertainment RPG	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nationwide Mutual Insurance Company	23787	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER: W01227111

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6BRPG0000006430100	05/10/2018 12:01 AM EDT	05/10/2019 12:01 AM	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PROFESSIONAL LIABILITY	\$1,000,000
							LEGAL LIAB TO PARTICIPANTS	\$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> NOT PROVIDED WHILE IN HAWAII			6BRPG0000006430100	05/10/2018 12:01 AM EDT	05/10/2019 12:01 AM	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000006430100	05/10/2018 12:01 AM EDT	05/10/2019 12:01 AM	PRIMARY MEDICAL	
							EXCESS MEDICAL	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Sport(s): Baseball Age(s): 12 and under, 13-15; Softball Age(s): 12 and under, 13-15

Requires Additional Insured clause

CERTIFICATE HOLDER

Evidence of Coverage

Requires Hamburg be listed

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Finkbeiner

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the Insurance laws and regulations of the State of Texas



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

Memorandum

Date: January 17, 2019

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Pinckney Hamburg Baseball Softball Association – Park Use Application
2019 Pirate Classic Baseball Tournament Season

We are in receipt of a Park Use Application from the PHBSA for use of the Baseball Diamonds in Manly Bennett Park East for their Pirate Classic Baseball Tournament which takes place over the course of 2 weekends, May 18 & 19 and June 1 & 2, 2019. There is no activity on the Memorial Day holiday weekend. The Tournament coverage for the participants will be provided prior to the event by the applicant.

Should the application be approved, I recommend approval subject to charges as outlined in the Park Facility Use Fee Schedule, that Tournament coverage naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages only, unless proof of Concession License is submitted. Should there be outside vendors present, a Vendor Inspection will be required by the HTFD.



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:	Pirate Baseball Classic		
Type of Event:	Baseball tournament		
Applicant Name:	PHBSA	Park Use Category:	6 - All other Event Use
Date(s) of Event:	05/18/19, 05/19/19, 06/01/19, 06/02/19	Time(s) of Event:	8:00am - 6:00pm
Applicant Address:	PO Box 813	Suite or Apt. #:	
Applicant City:	Hamburg	Applicant State:	MI
		Applicant Zip:	48139
Contact Person:	Corey Lumadue	Contact Title:	PHBSA Secretary
Contact Phone:	[REDACTED]	Contact Cell:	[REDACTED]
Contact Email:	[REDACTED]	<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:	Nationwide Mutual	Policy Number:	6BRPG000000643010
General Liability Limit:		Expiration Date:	05/10/2019

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

Requires Tournament Coverage TBD

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:	Travel baseball tournament. Merrill Fields 1-4 Total of 4 days usage <i>Includes Parking lot and use of Concession stand.</i>		
Estimated Number of Participants:	300	Estimated Number of Spectators/Guests:	500
Estimated percentage of Hamburg Resident participation:	20%	Estimated percentage of non-resident:	80%
Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	Merrill baseball fields 1-4. Merrill fields parking lots		

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

Number of Volunteers: 20 Are Volunteers trained?: Yes Please attach copy of Volunteer Handbook if applicable

Will tents be used?: No All tent locations must be pre-approved

If so, indicate locations:

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: No

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 - concession stand food & bev. Michelle Goodfellow - Requires Health Dept License & proof submitted to Parks Department.

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: 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:

Travel baseball 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

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

CL

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: ~50

Please indicate total number of NON-RESIDENT participants in your organization: ~20

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

\$425/ team

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: Corey Lumadue

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any: Michelle Goodfellow

Concessions Contact Phone:

Concessions Contact Cell Phone:

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

Chips, candy, soft drink, Gatorade, water - If no prepared
foods, license won't be
necessary.

Please indicate the process
by which you complete
Background Checks:

Coach background checks, proof of team insurance, team rosters

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:

Will require additional portable
toilets & dumpster.

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:

CL

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

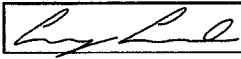
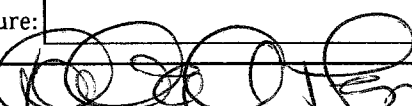

Initials:

CL

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:

CL

Applicant's Signature:		Date:	01/13/19
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	1/17/19

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

Memorandum

Date: December 27, 2018

To: Hamburg Township Board

From: Deby Henneman, Parks & Recreation Coordinator

Re: Hamburg Community Soccer Club – Use of Manly Bennett Park – West
Use: Spring 2019 Season Fields: To be assigned

We are in receipt of a Park Use Application from the HCSC dated December 4, 2018 for use of Soccer Fields located in Manly Bennett Park West for their spring season beginning March 20, 2019 and ending July 28, 2019.

They anticipate 150 recreation participants, fall count was 92. Due to the small number of participants, HCSC does not require use of all 8 areas of West Park, and can limit their activities to 2 areas. This will allow for the remaining Hamburg fields to be left open for other uses, or for scheduled maintenance. Open fields could also be available for field rotation should the need arise.

Should approval of the application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates.



Hamburg Township Manly Bennett Park

Submit by Email

Print Form

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

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

Applicant Information:

Name of Event:

Type of Event:

Applicant Name: Park Use Category:

Date(s) of Event: Time(s) of Event:

Applicant Address: Suite or Apt. #:

Applicant City: Applicant State: Applicant Zip:

Contact Person: Contact Title:

Contact Phone: Contact Cell:

Contact Email: 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: Policy Number:

General Liability Limit: 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:

Estimated Number of Participants: Estimated Number of Spectators/Guests:

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:

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

Number of Volunteers: 20 Are Volunteers trained?: Yes Please attach copy of Volunteer Handbook if applicable

Will tents be used?: No All tent locations must be pre-approved

If so, indicate locations: N/A

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

Parking fee charged?: No If so, how much?: N/A

Valet service available?: No If so, how much?: N/A

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

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) Domestic Animal Control Ordinance #87 and the Park Facility Use Policy No

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 for delivery of heavy materials such as paint and nets.

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: Concessions. Only pre-packed snack items, bottled water, sports drinks, canned sodas. Concession Stand must be cleaned & updated.

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: Normal trash pick up, watering of grass turned off at appropriate times, grass cut at an appropriate height for soccer.

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:

N/A

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

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 *ML ZC*

Initials *ML ZC*

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: 83

Please indicate total number of NON-RESIDENT participants in your organization: 67

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

\$75-90 for new recreational registrants of the Spring season.
\$105-135 for participants who registered for both the Fall 2017 and Spring 2018 recreational seasons.
~\$210-250 for travel participants of the whole year.

All prices include uniforms.

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: James Clark/Garret Clark

Event Contact Phone:

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any: Mrs. Lebraun

Concessions Contact Phone:

Concessions Contact Cell Phone:

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

Pop, water, Gatorade-like products, candy bars, nutrient bars.

TBD

Please indicate the process
by which you complete
Background Checks:

Michigan State Youth Soccer Association risk management program.

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:

Hamburg Community Soccer Club members ensure that fields are lined regularly and that nets, goals, and other soccer equipment is maintained during the season.

*Equipment / Nets in poor repair
\$ require updates. Broken / unused
goals should be removed
from site.*

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: JM DC

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: JM DC

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: JM DC

Applicant's Signature: <u>[Signature]</u>	Date: <u>12/4/18</u>
Co-Applicant's Signature: <u>[Signature]</u>	Date: <u>12/4/18</u>
Parks Coordinator: <u>[Signature]</u>	Date: <u>12-27-18</u>

For office use only

Comments: Parks - TB -

Application has been (Check One) ☐ Approved ☐ Denied

Hamburg Township Clerk: _____

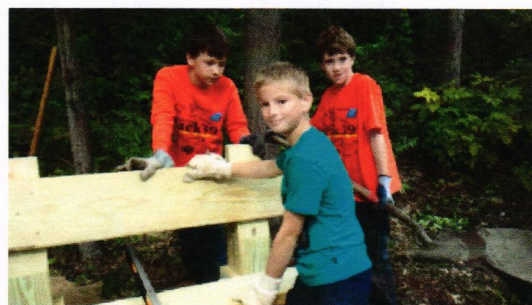
Deby Henneman

From: Hamburg Township Parks and Recreation <dhennehan@hamburg.mi.us>
Sent: Wednesday, January 16, 2019 2:59 PM
To: Deby Henneman
Subject: Location Change Upcoming Amenities & Beautification Committee Meeting!



Looking for Visionaries, Planners and Worker Bees!

**Please join us on
January 22, 2019 at 7:00 p.m.**





Hamburg Township Parks and Recreation has created a sub-committee to assist in the planning and execution of projects, events, and to oversee the beautification of our parklands, facilities & trails. The name of this new committee is the Amenities & Beautification Committee...just remember ABC!

Our plan is to work closely with the Hamburg Historical Society, Hamburg Township Library and the Cemetery Committee to provide volunteer support for their existing programming, as well as suggesting future projects that align with the Master Plan. Considerations currently include:

- Gardens/grounds
- Historical events & guided tours
- Connectivity between local libraries
- Pursuit of grants to support the Parks & Recreation Master Plan
- Wayfinding signage for parklands, trail system and points of interest

The next meeting will be held in the **Hamburg Township Building** on Tuesday, January 22, 2018 at 7:00 p.m.. Everyone is welcome to attend, and anyone who has questions can refer them to dhenneman@hamburg.mi.us. Updates will be posted to the Parks and Recreation [Facebook](#).

Feel free to pass this on to anyone you think might be interested in helping us

out!

Volunteer Here!



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We send updates to residents who provided their email during the 2017 Master Plan Survey, and subsequently on our website or by contacting us directly.

Our mailing address is:

Hamburg Township
10405 Merrill Road
P.O. Box 157
Hamburg, Michigan 48139

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)



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