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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, June 25, 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. May 28, 2019 – Park & Recreation Regular Meeting Minutes
7. Correspondence – None
8. New Business
  - None
9. Current Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Supervisor update
    2. Grant Update –MNRTF & Passport Grants
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – No Updates
    2. Park Fee Schedule – Public Safety Fees being developed
  - C. Administrative Services**
    1. Park Coordinator’s Report & Blackout List – June 2019
    2. Senior Center Report – June 2019
    3. Scholarship Program – No updates

4. Park Use Requests:

- A. Hamburg Pirate Youth Football Assoc. – Fall 2019 Park Use
- B. Huron Valley Disc Golf – Disc Golf Tournament – August 4, 2019 – 8 am/4pm

**D. Special Projects**

- 1. T’Ball Fencing & Field Upgrade – Completed
- 2. Sun Shade for Adult Workout Area – Ordered – Clerk Update
- 3. Park Entrance Sign Replacement – Out to bid

**E. Sponsorships/Volunteerism**

- 1. Eagle Scout Project – None
- 2. Amenities and Beautification Committee – No updates
  - 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: July 30, 2019 – 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, May 28, 2019  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck, Auxier

Board Members Absent: None

Board Member Vacancy: 1

Also Present: Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 4      Vacancy: 1**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Muck, to approve the minutes from March 27, 2019 as presented. The April 23, 2019 meeting was canceled due to lack of quorum.**

**VOICE VOTE: Ayes: 4      Vacancy: 1**

**MOTION CARRIED**

7. Correspondence

There was no correspondence presented.

8. New Business

A. 2019 Community Clean Up

Henneman announced the event is scheduled for August 17, 2019 from 9 a.m. to 4 p.m. and the Township is looking for volunteers.

9. Unfinished Business

**A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**

Moved Park Use Reques 3.D. to the top of the agenda.

Rachel Olson, addressed the Committee. She stated her Real Estate company is partnering with Hometown Bikes and would like to host a Community Event which would allow public to “test drive” bikes. There will be ice cream distributed free of charge.

Dolan asked if there would be any other vendors present.

Ms. Olson stated just her Real Estate company and Hometown Bikes would be represented.

**Motion by Auxier, supported by Muck, to recommend approval of the Park Use Application for Arbor Move Realtors Family Bike Day – On July 20, 2019 with a rain date of July 27, 2019 to be held at the front of the West Park soccer fields and including limited use of the Lakelands trail. Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided, 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 sales be limited to pre-packed foods and beverages, and that final route be confirmed with the Park Coordinator.**

**VOICE VOTE: Ayes: 4 Vacancy: 1**

**MOTION CARRIED**

1. Iron Belle & Lakelands Trail Update

Hohl stated he is working on grants for the connector along McGregor Trail.

2. Grant Planning Summit – Master Design Draft

Henneman stated the updates requested by the State have been uploaded and are under review. A Grant Coordinator from the MDNR will be doing a site inspection on June 10, 2019 to review the project plan.

Projects include:

- Interior Walking Paths/Trails – New (East Park)
- ADA Compliant Outdoor Restrooms/Concession Remodel
- Pickleball Courts (Senior Center)
- Age appropriate Playgrounds – Strive for Universal Design
- Accessible Parking in gravel lots

**B. Township Park Use Policy/Fee/Procedures**

1. Policies & Procedure Manual – No update.
2. Park Fee Schedule – No update.

**C. Administrative Services**

**1. Park Coordinator’s Report**

Parks Coordinator’s Report from April was presented.

Dolan provided an update on the Memorial Bench program, as he has been approached for 2 of these in the past few months. A formalized program will be presented to the Board. Locations will be pre-selected by the Township.

## **2. Senior/Community Center Report**

Senior Center Report from April was received and filed.

## **3. Park Use Requests:**

- A. Hamburg Flyer's RC Club – Annual Park Use (Info only: Approved at TB 5/7/19)
- B. Hamburg Flyer's RC Club – Annual Air Show (Info only: Approved at TB 5/7/19)
- C. Sandra White – Youth Mission to Uganda – Scrap Metal Drive Request – Pettysville Trailhead

**Motion by Dolan, supported by Koeble, to recommend denial of the Park Use Application for Sandra White for a Youth Mission Trip to Uganda for requested dates of June 29 through 30, 2019. Reasons cited include: Over-use of gravel trail parking area and it is unclear which organization is hosting the event and who would be providing Insurance.**

**VOICE VOTE: Ayes: 4 (1 Vacancy)**

**MOTION CARRIED**

- D. Arbor Move Realtors Family Bike Day – July 20, 2019 (Rain Date: July 27<sup>th</sup>)

**Motion by Auxier, supported by Muck, to recommend approval of the Park Use Application for Arbor Move Realtors Family Bike Day – On July 20, 2019 with a rain date of July 27, 2019 to be held at the front of the West Park soccer fields and including limited use of the Lakelands trail. Contingent on: A certificate of Insurance naming Hamburg township as Additional Insured be provided, 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 sales be limited to pre-packed foods and beverages, and that final route be confirmed with the Park Coordinator.**

**VOICE VOTE: Ayes: 4**

**MOTION CARRIED**

## **4. Scholarship Program – No changes.**

Henneman requested review of flyer for Scholarship Program and to advise of any suggested changes.

## **D. Special Projects**

- 1. Batting Cage, T'Ball Fencing & Field Upgrade Project - Completed
- 2. Sun Shade for Adult Workout Area – Ordered

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

- 1. Eagle Scout Project – No updates.
- 2. Commemorative Bench/Tree Program – Dolan will be drafting a Commemorative Bench/Tree program for the Parks, Trails and Cemetery. A bench has already been installed along the Lakelands Trail near Winkelhaus Park. An Adopt A Garden program is also being pursued.

## **F. Signage and Community Awareness**

- 1. Entrance Signs/Park Rules/Way-finding Signs – No update.

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

- 1. ADA Compliance in Parklands – No update.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan is looking into a painting contractor for the structures in the Parks that require maintenance.

Hohl stated the Park Entrance Sign (Caution) is being included in the Community Announcement sign being considered for the corner of Merrill and M-36. He will be obtaining bids.

Hohl stated there will be stump grinding along the Lakelands Trail over the next few days.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 4 Vacant: 1**

**MOTION CARRIED**

Meeting adjourned at 3:54 p.m.

Respectfully submitted,



Debra Henneman  
Parks Coordinator

No  
Information





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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June 21, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The RAP Grant payment of \$1,745 for the T'Ball Fencing Project has been received by MMRMA. We have received the maximum lifetime amount allowed for fencing upgrades.

The Blackout Date list has been updated and has been included in the packet. I have had more calls for individual and small group use of the picnic areas and have been successful so far working around the sport use.

The MDNR was out for a site-walk on June 10, 2019 to review our proposed upgrades for the Trust Fund and Passport Grants that were applied for this cycle. We will be given a preliminary idea of scores and an opportunity to raise them if able. Final decisions on grantees will be made in November 2019.

A Community Clean-up event is being scheduled for Saturday, August 17, 2019 from 9 a.m. to 4 p.m. A flyer is included in the packet and I will start advertising this on Facebook. Please pass the word! Volunteers should contact the Clerk at [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us).

The Senior Center Rental refund letters were sent out June 20, 2019 and new applications and deposits have been requested. Refund checks will be exchanged with new FY deposit. Since this location will be used from now on as a Precinct for elections, there will be several dates that the center will be unavailable for use to the regular users and they will be advised as such upon application.



**Hamburg Township  
Parks & Recreation**

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)

**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 Township**

**East Park**

May 11, 2019	PHBSA Opening Day event - Approved
May 18 & 19, 2019	PHBSA Baseball Tournament – Approved
June 1 & 2, 2019	PHBSA Baseball Tournament - Approved
June 8 – 18, 2019	HERO – Family Fun Fest w/set-up – Approved
July 13, 2019 - 2pm-6pm	Manly Family Picnic (50 people) - Approved
August 10, 2019	Flyer's Airshow – Pending (Rain date 8/17/19)
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Approved
August 24-Sept 3, 2019	Vietnam Moving Wall Event – Approved

**West Park**

May 4 & 5, 2019	Smartwater Invitational - Approved
May 10, 11, 12, 2019	MI Jaguars Invitational Tournament - Approved
June 14-18, 2019	HERO – Family Fun Fest- Fireworks– Approved
June 22, 2019	Loomis Family Picnic (50 people) - Approved
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Approved
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
June 29, 2019 (M. Trailhead)	Jogging for Jakey 5K - Fundraiser

**Merrill Field Disc Golf Course**

April 30, 2019 (M. Trailhead)	A Walk in the Woods Trail Walk – Library Event
June 29, 2019 (M. Trailhead)	Jogging for Jakey 5K – Fundraiser
August 4, 2019 (Disc Course)	PDGA Disc Golf Tournament - Pending

**Volleyball Court Rentals**

Monday Evenings until 10/15     Kevin McClafferty (4-12 participants)



Hamburg Senior Center  
10407 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
810.222.1140 ♦ Fax: 810.231.3877  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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June 20, 2019

To: Parks & Recreation Committee  
From: Julie Eddings, Senior Program Director  
Re: Senior Center Report

The Senior Center hosted its first annual plant exchange on June 3. Members brought in extra cuttings that were labeled from their gardens to share and were able to take home new plants.

Athletico Physical Therapy provided members with a presentation on Vertigo and Fall Risk on June 7.

The Senior Center took two trips in June. One trip to MGM Casino and a Historic Holly Tour trip visiting the National Cemetery.

Quilts of Valor honored two veterans at our Center on Monday, June 10. One veteran honored was our very own Jim Kolad. Marv Pedersen will be honored on Monday, June 24 at 1:00

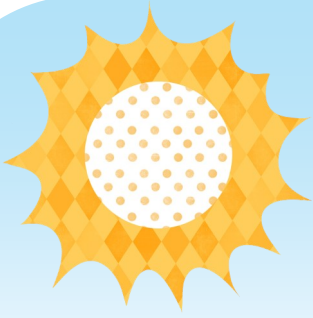
Other activities at the Center this month include Paparazzi Jewelry Party and a cooking demonstration with Pat Kolasinski.

Melodie Valvano from Livingston County Catholic Charities will be here on Wednesday, June 26, with a presentation on medication safety.

New activities for next month include a diabetes discussion, Color Street Nails, a crocheted heart project for Peyton's Project, a potluck, and an acrylic painting class.

The Senior Center will be closed on Wednesday afternoon through Friday, July 5 for floor waxing and the holiday.

Attendance at the Senior Center continues to increase. The Senior Center had seven new members join from May 22, thru June 20, 2019. May monthly total was 1309 with a daily average of 60.



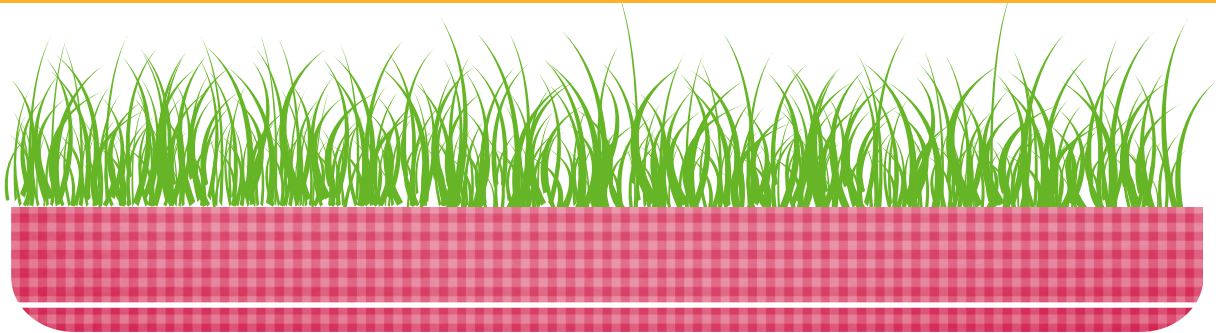
## Hamburg Township Every Child Shall Play Scholarship Fund

### **DID YOU KNOW?**

There is a fund available to Hamburg Township Residents who wish to participate with organized sports groups that run their programs at Manly Bennett Park!



For those in need of financial assistance, be sure to ask about this opportunity at time of registration with your organization. Most clubs have their own process that allows for families in need of assistance to participate in programming for little or no out-of-pocket cost.



For general information on the Every Child Shall Play Scholarship contact:  
Parks Coordinator Deby Henneman at (810)222-1124 or [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us)



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

## **Memorandum**

Date: June 13, 2019

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Pirate Youth Football Association – Use of Manly Bennett Park – East Fields: **Football Practice areas**

We are in receipt of a Park Use Application from the Hamburg Pirate Youth Football Association dated May 6, 2019 for use of Football practice areas located in Manly Bennett Park East for their fall season beginning August 1, 2019 and ending October 21, 2019.

The club has requested use of all Football practice areas including the Varsity field with the goal posts. They anticipate their number of participants of 185, and recent data reflects an average number of at least that amount.

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 use of the concession stand (if requested) be limited to pre-packaged foods and beverages only, and that use of the fields will not be allowed during East Park blackout dates.





**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: Hamburg Pirate Youth Football Association 2019

Type of Event: regular season football practice

Applicant Name: Hamburg Pirate Youth Football HPYFA Park Use Category:

Date(s) of Event: August 1 - Oct 31 2019 Time(s) of Event:

Applicant Address: PO Box 741 Suite or Apt. #:

Applicant City: Hamburg Applicant State: MI Applicant Zip: 48139

Contact Person: Tina Raymond Contact Title: Treasurer

Contact Phone: 517.581.8534 Contact Cell:

Contact Email: registerhpyfa@gmail.com *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Alecia Sweeney Co-applicant Phone: 248.765.3419

Co-applicant relationship to Applicant: President of HPYFA

**Insurance Information:**

Insurance Carrier: K & K Insurance Policy Number: 6BRP6000000430000

General Liability Limit:  Expiration Date: 9/12/19

*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:

Estimated Number of Participants: 185 ~~sons~~ Estimated Number of Spectators/Guests: 30

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:

No use allowed during East Park Blackout Dates, including August 24th - September 3rd (PowerAde & moving wall)

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

no

Number of Volunteers:

30

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?:

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)**

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:

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:

no

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:

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

Initials

TR

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

TR

*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:

75

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

75

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

\$250 pay to participate per child grade 3-6  
\$150 for grades 1-2

**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:

Alecia Sweeney

Event Contact Phone:

Event Contact Cell Phone:

248.765.3419

Please indicate person in charge of concessions, if any:

Concessions Contact Phone:

none

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:

Automated background checks run through  
Bonzi website

*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:

TR

**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:

TR

**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:

TR

Applicant's Signature: <u>Tina Raymond</u>	Date: <u>5.6.19</u>
Co-Applicant's Signature: <u>Aling Sweeney</u>	Date: <u></u>
Parks Coordinator: <u>[Signature]</u>	Date: <u>6-13-19</u>

### For office use only

Comments: Park - 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: June 20, 2019

To: Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Huron Valley Disc Park Use – Tournament August 4, 2019 – 8 a.m.-4 p.m.

We are in receipt of a Park Use Application from Huron Valley Disc Golf for limited use of the Disc Golf Course, Parking lot and grassy area in Manly Bennett Park West for a Disc Golf Tournament scheduled for August 4, 2019. A true “blackout” is not necessary as this use will allow access to the course for casual players during the event.

All league play should be considered similar to individual use, and is subject to a \$2.00 pay per play fee which the club will collect and pay directly to the Township. The event will not require Public Safety, as it anticipates less than 75 participants. Tournament/Event use will require documents to the satisfaction of the Clerk as outlined in the Park Use Policy.

Should this application be recommended for approval, it should be done so based on the application from Huron Valley Disc Golf dated 6/20/19 as provided in the packet, contingent upon the applicant providing a Certificate of Insurance naming Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction.





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: Hamburg open

Type of Event: PDGA Disc Golf tournament

Applicant Name: Douglas McIntosh - Huron Valley Disc Golf Park Use Category: Disc Golf

Date(s) of Event: 8-4-19 Time(s) of Event: 8am - 4pm

Applicant Address: 6140 kinyon Dr Suite or Apt. #:

Applicant City: Brighton Applicant State: MI Applicant Zip: 48116

Contact Person: Douglas McIntosh Contact Title:

Contact Phone: 586-530-7863 Contact Cell:

Contact Email: huronvalleydiscgolf@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: To be supplied 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: The PDGA can provide me with insurance if that is needed

Estimated Number of Participants: 30-70 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?:

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:

PDGA Disc Golf tournament  
2 rounds of 18 holes  
8am - 4pm

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:

***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:

**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:

**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:

Applicant's Signature:

Date: 6-20-19

Co-Applicant's Signature:

Date:

Parks Coordinator:

Date:

6-20-19

### For office use only

Comments:

Prizes/Bags for participants.  
Parks -  
TB -

Application has been (Check One)

☐

Approved

☐

Denied

Hamburg Township Clerk:



Got stuff to get rid of? Want to Volunteer? - Join us!

# Hamburg Township Clean-up Event



Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

**Saturday, August 17, 2019**

**9:00 a.m. to 4 p.m.**

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**  
**10405 Merrill Road, Whitmore Lake, MI**



Hamburg Township: Accepting useable household goods and clothing to be donated to Salvation Army



Regal Recycling: Accepting scrap metal/appliances – No plastic/glass



Monroe's Rubbish: No construction materials, hazardous or household waste allowed



Compost bin will be available



Iron Mountain: Accepting documents for Secure Document Shredding

**Park/Sports Fields/Trail Clean-up also!**

**Volunteers Needed! Sign up today!**

*No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters.*

*Brochures for Livingston County Hazardous Waste will be available*

*outlining their collection dates for hazardous waste and electronics.*



**Hamburg Township  
Parks & Recreation**



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us) or (810)222-1124