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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, August 18, 2020 – 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. July 21, 2020 – Regular Meeting Minutes
7. Correspondence – Hamburg Township Historical Museum Newsletter
8. Current Business
  - A. Covid-19 Update - Clerk
9. Old Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Supervisor Update
    2. MNRTF Trust Fund Grants:
      - a. MNRTF #20-0093 Property Acquisition Grant – Herndon Lake Park
      - b. MNRTF #TF20-0145 Development Grant – Hay Creek Bridge Project
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – Updates in progress
    2. Park Fee Schedule – Senior Center Fee – No changes
    3. Senior/Community Center Rental Application & Rules & Regulations – No changes
    4. Covid Protocol – No updates

**C. Administrative Services**

1. Park Coordinator's Report – August 2020
2. Senior Center Report – August 2020
3. Scholarship Request – None Received
4. Park Use Requests:
  - A. East Michigan Panthers Soccer – Use of West Park Field H1 (shared use)
  - B. PYA 5K Fun Run – Use of Cross Country Course and EP Parking

**D. Special Projects**

1. Adult Workout Area – Phase 2 – No updates
2. Equipment Upgrade in Playgrounds – Pending
3. Community Clean-Up Event – Canceled until April 2021
4. Project List – Created shared Google Doc with Maintenance to report issues
5. Hay Creek Bridge Project – No updates
6. ADA Truncated Domes Project on Lakelands Trail – RFP circulated, awaiting bids
7. Hamburg RC Flyers – Conceptual Proposal – RC Car/Truck Track

**E. Sponsorships/Volunteerism**

1. Eagle Scout Project – None
2. Amenities and Beautification Committee
  - A. Adopt a Garden – Plaques delivered
  - B. Memorial Bench/Tree Project – Clerk update
  - C. Next ABC Meeting - TBD

**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: September 22, 2020 – 3:00 p.m.**

# Pledge to the Flag



No  
Information



# 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 Small Conference Room  
Tuesday, July 21, 2020  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

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

Board Members Absent: None

Also Present: Deby Henneman, Parks & ADA Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Dolan, supported by Koeble, to approve the agenda as amended, adding HERO Land Use Agreement and Park Use Application for HCSC Fall Soccer.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Auxier, supported by Muck, to approve the minutes from the June 23, 2020, Regular Meeting as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

7. Correspondence

There was no correspondence.

8. New Business

Covid-19 Update – Dolan stated staff has returned, and the Township is conducting in person meetings with required social distancing and the request that all visitors and committee/board members wear masks in common/public areas of the building. Outdoor gatherings in the park are limited to 100 people.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated there would be a work session on August 6, 2020 at Noon to discuss the development of a request for proposal (RFP) for major maintenance of the Mike Levine Lakelands Trail.

2. Grant Update – MNRTF & Passport Grant Submissions

Dolan stated the Township is on the agenda for a presentation to the Trust Fund Board in August, and the consultants from Spicer have been hired to assist with the presentation. Drone footage for the presentation will be taken.

3. AARP Community Challenge Grant Submission

Henneman stated our Pickleball Project has been passed on for grant funding through AARP.

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

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule & Changes – Updates approved

3. Senior/Community Center Application and Rules & Regs – Updates approved

4. Covid Protocol – No updates

**C. Administrative Services**

**1. Park Coordinator's Report**

Parks Coordinator's Report for July 2020 was received and filed.

**2. Senior/Community Center Report**

Senior Center Report for July 2020 was received and filed.

**3. Scholarship Program**

No updates.

**4. Park Use Requests:**

A. HERO – Land Facility Use Agreement – Family Fun Fest

**Motion by Dolan, supported by Koeble, to recommend the execution of the Land/Facility Use License Agreement H.E.R.O./Hamburg Fun Fest, 3-year agreement to the Township Board.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

B. HCSC – Park Use Application for Fall Soccer Season

Motion by Dolan, supported by Auxier, to recommend approval of the application for HCSC dated 7/2/20 for their 2020 fall season, contingent on opportunities for field use as determined by the Parks Coordinator and based on Township Covid-19 protocol and use will be subject to Executive Orders, 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 the Concession stand remain off limits.

VOICE VOTE: Ayes: 5

MOTION CARRIED

5. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– No updates.
2. Equipment upgrade in Playgrounds – No updates.
3. Community Clean-Up Event – Canceled until April 2021.
4. Project List – Pending.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – None.
2. Beautification Committee – Henneman stated that plaques have been ordered for the gardens that have been adopted thusfar.

Dolan stated that the pads for the commemorative benches will be poured by the fall.

F. Signage and Community Awareness

There were no updates.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

**Motion by Mougrabi, supported by Dolan, to adjourn the meeting.**  
**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

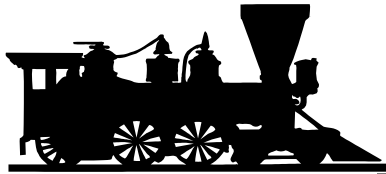
Meeting adjourned at 3:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Debra Henneman', with a long horizontal flourish extending to the right.

Debra Henneman  
Parks & ADA Coordinator





# HAMBURG TOWNSHIP HISTORICAL MUSEUM

## **The Long Wait Is Over!** **We Open Saturday, August 8!**

At long last, COVID restrictions have been relaxed enough for us to open the museum for the first time this year.

Saturday, August 8 will be opening day.

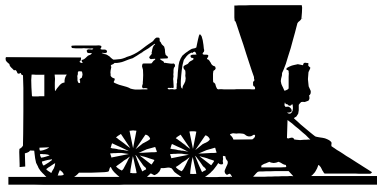
Unfortunately, we can't host a big opening event, as we're limited to just 10 people in the building at one time. But we welcome your visit — either individually or as part of a small group — in the days and weeks to come. Masks will be required for all visitors over 5 years old, with hand sanitizer also available for use.

Hours of operation will be 11 am-3 pm Wednesdays and Saturdays. And admission is free, with donations always appreciated. Looking forward to seeing you!

### **Governor Winans' Descendant Visits Hamburg**

Our July newsletter prompted a visit to the area from David Winans, a great-great-great nephew of Governor Edwin Winans, and his wife Valerie. After touring the township offices, our Museum, Winans' grave, homesite, and the country club that occupies his former farm, David noted,  
"It was gratifying to see how much he impacted the area."

Edwin Winans was Michigan's 22nd governor and a long-time resident of Hamburg Township.



## Hamburg Township Historical Museum

### Street Address:

7225 Stone Street  
Hamburg, MI 48139

### Mailing Address:

P.O. Box 272  
Hamburg, MI 48139

**810-986-0190**

www.hamburg.mi.us/culture-  
recreation/hamburg\_  
historical\_museum

***hamburgmuseummichigan  
@outlook.com***

***Open 11 am-3 pm  
Wednesdays & Saturdays***

## Successful Summer Fundraisers

It was another great year for the June Car Show, spearheaded by board member Mary Culp, and the July Rummage Sale, led by board secretary/treasurer Suzanne Hines. Thanks to their efforts, our volunteers, and all of you who donated items, the Society earned more than \$1,700 for the Museum.

### **The Museum Gift Shop Re-Opens August 8**

In August, we'll say goodbye to Basement Treasures and hello to the revived Gift Shop, with items relating to teas and railroads as well as Museum-branded merchandise. NOTE: If you have candle-making experience, call the Museum at 810-986-0190. We have a volunteer project for you!



## TEA ROOM UPDATE

*Due to COVID capacity restrictions, we've had to cancel the August tea. We still hope to host one in October with a Halloween theme. More details in September!*

### **Hamburg Township Historical Society Board**

Wayne Burkhardt, President  
George Weinhagen, Vice President  
Suzanne Hines, Secretary/Treasurer  
Pat Corr, Membership  
Mary Culp  
Joyce Terry  
Ron Thybault  
Annette Koeble, liaison from the township board

**Next Meeting: Sat., Aug. 15, 10 a.m. at the Museum**

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**HELP US PRESERVE AND PRESENT THE HISTORY OF HAMBURG. JOIN THE HISTORICAL SOCIETY!**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Annual Dues (circle your choice)

Individual	\$15.00	Business	\$40.00
Family	\$20.00	Life Membership	\$200.00
Student	\$2.00		

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during business hours.



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10405 Merrill Rd., P.O. Box 157  
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[www.hamburg.mi.us](http://www.hamburg.mi.us)

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August 17, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

The Senior/Community Center remains closed, and there has been some discussion that the meeting rooms may remain closed throughout the fall. If it does open to the public in the evenings, it will require extra staff effort to sanitize all areas of the community center that residents have access to. Should we proceed with opening the center in the evening hours, it may require that staff/volunteers be there to monitor use, and clean up after the group leaves the premises to comply with Covid-19 protocol. The fees that we now charge could help offset extra cleanings.

I have developed a pre-application form for Parks and the Community Center room rental which can be found at this link: <https://docs.google.com/forms/d/1NLd-SbJcFumRBF1vVRZdKhRRODDF79cn-OtpEbC1dgA/>. The intent of this form is to provide a way for folks to inquire if the facility they are considering is available for use for the dates and times they are proposing without calling. This also gives me a copy of something to "approve" for individual use of the facilities, replacing the 4 part paper form we have used in the past.

Due to Covid-19 and the requirements set forth by the sport groups that our users are associated with, most of the activities continue to be prohibited or limited. I have been in communication with our groups and continue to update their anticipated use on the Google Calendar I am using for scheduling. To see this calendar, you can follow this link: [http://www.hamburg.mi.us/government/departments/parks\\_and\\_recreation/parks\\_and\\_rec\\_park\\_use\\_calendar\\_\(google\).php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/parks_and_rec_park_use_calendar_(google).php). I have found that the best view is Agenda.

All approved event uses have canceled their events, with the exception of the Michigan Jaguars for their proposed fall Tournament. I would anticipate cancellation of that event as well. The pandemic isn't preventing folks from applying for approval, but it is preventing them from hosting the event when it comes down to it. It is my hope that with the lack of another sports season, that we will have time for some of the building & grounds related projects that were put on the back-burner. The concession stands remain off limits to user groups.

Covid-19 has prompted many folks to find outdoor solutions for their meetings and gatherings, so we have arranged to have picnic tables and a portable toilet installed at the Senior Center so I can offer that location as an alternative to the indoor meeting room. I have also been scheduling use of the picnic pavilion on a regular basis.

# Participant Fee Payments

## Hamburg Community Soccer Club (HCSC)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2006	725	\$ 3,625.00		10/17/2006	2107
Fall 2008		\$ 3,585.00		11/12/2008	
Spring 2011	406 Res/170 Non Res	\$ 3,730.00		5/16/2011	
Fall 2011	304 Res/144 Non Res	\$ 2,960.00		10/12/2011	
Spring 2012	378 Res/274 Non Res	\$ 4,860.00	\$ (230.00)	5/9/2012	
Fall 2012	268 Res/176 Non Res	\$ 3,100.00		9/25/2012	
Spring 2013	305 Res/184 Surr/25 Cty/2 Oth	\$ 3,840.00		6/5/2013	
Fall 2013	211 Res/119 Surr/10 Cty/1 Oth	\$ 2,445.00		11/19/2013	
Spring 2014	248 Res/159 Non Res	\$ 2,730.00	\$ (100.00)	6/25/2014	
Fall 2014	167 Res/129 Non Res	\$ 2,125.00		12/9/2014	
Spring 2015	184 Res/153 Non Res	\$ 2,450.00		7/15/2015	
Fall 2015	105 Res/68 Non Res	\$ 1,205.00		2/23/2016	
Spring 2016	137 Res/105 Non Res	\$ 1,735.00		6/10/2016	
Fall 2016	74 Res/67 Non Res	\$ 1,040.00		1/19/2017	
Spring 2017	82 Res/96 Non Res	\$ 1,370.00		6/29/2017	4973
Fall 2017	29 Res/63 NonRes	\$ 775.00		12/14/2017	
Spring 2018	51 Res/76 NonRes	\$ 1,015.00		7/27/2018	
Fall 2018	30 Res/62 Non Res	\$ 770.00		12/7/2018	
Spring 2019	38 Res/88 Non Res	\$ 1,070.00		7/11/2019	
Fall 2019	5 Res/44 Non Res	\$ 465.00		7/6/2020	
Spring 2020	0 - Canceled due to Covid -19	-		-	
Fall 2020					
Sub Totals:		\$ 37,685.00	\$ (330.00)		
Total Fees Collected to date:				\$ 37,355.00	

# Participant Fee Payments

## Dexter Rugby



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Spring 2012	0 Res/25 Non Res	\$ 250.00		6/8/2012	1375
Spring 2013	1 Res/17 Surr/11 Cty/2 Oth	\$ 440.00		7/31/2013	1429
Spring 2014	41 Non Res	\$ 410.00		5/22/2014	
Spring 2015	23 Non Res	\$ 230.00		7/28/2015	3364
Spring 2016	21 Non Res	\$ 210.00		6/21/2016	
Spring 2017	19 Non Res	\$ 190.00		10/16/2017	
Spring 2018	15 Non Res	\$ 150.00		9/14/2018	
Spring 2019	18 Non Res	\$ 180.00		6/10/2019	
Spring 2020	0 - Canceled due to Covid-19	\$ -		-	

**Total Fees Collected to Date:** \$ 2,060.00 \$ -

# Participant Fee Payments

## Hamburg Enhanced Recreation Organization (HERO)



Season	Number of Participants	Donation/Grant Description	Total Invoiced/Due	Donations/Grants/ADJ	Date Paid	Check #
2006	Unknown Fun Fest		\$ -			
2006		(Flyers/Stages/Electric/Trans)		\$ (19,672.00)		
2007	Unknown Fun Fest		\$ -			
2007		(No Park Donations)		\$ -		
2008	Unknown Fun Fest		\$ -			
2008		(Stages)		\$ (5,000.00)		
2009	Unknown Fun Fest		\$ -			
2009		(Flyers)		\$ (3,000.00)		
2010	Unknown Fun Fest		\$ -			
2010		(Electric)		\$ (1,500.00)		
2011	Unknown Fun Fest		\$ -			
2011		(No Park Donations)		\$ -		
2012	Unknown Fun Fest		\$ -			
2012		(Stage Repair)		\$ (1,500.00)		
2012		(Grant App - Playground Maint)		\$ (2,500.00)		
2013	Unknown Fun Fest		\$ -			
2013		(Park Defib Unit)		\$ (1,181.00)		
2014	Unknown Fun Fest		\$ -			
	Unknown Moving Wall		\$ -			
2014		(No Park Donations)		\$ -		
2015	Unknown Fun Fest		\$ -			
2015	Unknown Fun Fest	(No Park Donations)		\$ -		
2016	Unknown Fun Fest	(No Park Donations)				
2017	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		9/18/2017	
2017	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,402.42		9/26/2017	2110
2017	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 877.58		9/26/2017	2110
2018	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		7/2/2018	
2018	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,646.40		10/30/2018	w/766.40 cr
2018	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 694.83		10/30/2018	
2019	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		10/17/2019	
2019	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,661.26		10/17/2019	w/1,205.76 cr
2019	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 798.74		10/17/2019	w/1.77 incr
2019	Unknown Moving Wall	(No Park Donations)				
2020	FunFest Canceled due to Covid	0	\$ -	\$ -		
2021						
2022						
<b>Total Fees Collected to Date:</b>			<b>\$ 23,581.23</b>			
<b>Total Park Donations Collected to Date:</b>				<b>\$ (34,353.00)</b>		

Event Investment Breakdown  
Hamburg Fun Fest

Fees Paid/Donations/Grants	2006	2007	2008	2009	2010	2011	2012	2013	20134	20133	20132	2014	2015	2016	2017	2018	2019
Park Use Fees (Waived by Township - \$9,100 per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Enabling Garden - Library	\$ 11,372.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Flyer's Field	\$ 11,372.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stages - East Bennett Park	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric to Stages - East Bennett Park	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Safety Fence - Transformer	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric hook-up	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Defibrillator Units - Police/Fire	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Playground Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stage Upgrade - East Bennett Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Defibrillator Unit - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181.00				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Explorer Program - Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Land Balancing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	
Public Safety Fees - Fire (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 877.58	\$ 694.83	
Public Safety Fees - Police (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 4,402.42	\$ 3,880.00	

Total by Year:	\$31,044	\$16,000	\$5,000	\$3,000	\$1,500	\$ -	\$ 4,000.00	\$ 1,681.00				\$ -	\$ -	\$ -	\$ 7,780.00	\$ 7,074.83	\$ -
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Incremental expense directly specifically related to Fun Fest

Department	Expenses 2012	Expenses 2013	Expenses 2014	Expenses 2015	Expenses 2016	Expenses 2017	Expenses 2018	Expenses 2019	Expenses 2020	Expenses 2021	Expenses 2022
Building & Grounds - Estimated	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00
Police Department	\$3,515.84	\$3,978.65	\$4,118.81	\$5,535.58		\$ 4,402.42	\$ 3,880.00	\$4,661.26	\$0.00		
Fire Department	\$5,040.00	\$3,189.00	\$1,619.72	\$2,424.59	\$ 2,450.00	\$ 877.58	\$ 694.83	\$798.74	\$0.00		
Field Restoration Costs			\$1,250.00	\$4,615.00					\$ -		
Land Balancing new location - Twp Cost						\$ 31,400.00		\$ 800.00			
Seeding new location - Twp Cost						\$ 3,310.00					
Land Balancing Reimburse by H.E.R.O.						\$ (2,500.00)	\$ (2,500.00)	(\$2,500.00)			
Field Restoration Reimburse by H.E.R.O.			\$ (1,250.00)	\$ (3,000.00)							
Public Safety Reimburse by H.E.R.O.						\$ (5,280.00)	\$ (4,574.83)	\$ (4,256.01)			

Total by Year:	\$9,230.84	\$7,842.65	\$6,413.53	\$10,250.17	\$3,125.00	\$32,885.00	(\$1,825.00)	\$178.99	Total Expense			\$68,101.18
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Normal Event Revenue Per Year (based on current fee schedule)

Section	Rate per Day	#/Days	Total Charge
Entire East Park closed - rates for Event Area	\$1,000	10.00	\$10,000
Entire West Park closed - rates for Event Area	\$1,000	6.00	\$6,000

Total Estimated:	\$16,000
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These fees are based on "Blackout Dates" which prohibit other users from accessing fields during set-up, execution and tear-down of event

# Participant Fee Payments

## Hamburg RC Flyers Club



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
2000	25	\$ 125.00		9/15/2000	
2001	31	\$ 140.00		5/2/2001	
2011	25 Res/18 Non Res	\$ 350.00		6/23/2011	
2012	21 Res/21 Non Res	\$ 315.00		4/12/2012	
2013	24 Res/21 Surr/0 Cty/0 Oth	\$ 330.00		7/2/2013	
2014	25 Res/19 Non Res	\$ 315.00		12/1/2014	
2015	20 Res/14 Non Res	\$ 240.00		5/5/2015	
2016	20 Res/21 Non Res	\$ 310.00		9/16/2016	2123
2017	21 Res/20 Non Res	\$ 305.00		11/20/2017	
2018	19 Res/21 Non Res	\$ 305.00		12/4/2018	
2019	14 Res/23 Non Res	\$ 300.00		12/27/2019	
2020					
<b>Total Fees Collected to Date:</b>		<b>\$ 2,770.00</b>	<b>\$ -</b>		



# Participant Fee Payments

## Hamburg Pirate Youth Football Association (HPYFA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2011	169 Res/129 Non Res	\$ 2,135.00		9/13/2011	
Fall 2012	146 Res/139 Non Res	\$ 2,120.00		10/2/2012	2124
Fall 2013	150 Res/107 Surr/10 Cty/1 Oth	\$ 2,020.00		11/12/2013	2321
Fall 2014	136 Res/117 Non Res	\$ 1,850.00		1/12/2015	2461
Fall 2015	111 Res/93 Non Res	\$ 1,485.00		10/26/2015	2563
Fall 2016	100 Res/101 Non Res	\$ 1,510.00		1/6/2017	2663
Fall 2017	78 Res/54 Non Res	\$ 930.00		11/6/2017	2695
Fall 2018	99 Res/57 Non Res	\$ 1,065.00		2/14/2019	
Fall 2019	83 Res/77 Non Res	\$ 1,145.00		11/19/2019	
Fall 2020					
Total Fees Collected to Date:		\$ 14,260.00	\$ -		
Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date Expires
In Kind Donation	Light Poles on Practice Field	(\$9,800.00)		(\$9,800.00)	10/12/2012 10/12/2014
Adjustment of Balance	Expiration of 2 year rolling credit		\$9,800.00	\$0.00	10/12/2014

# Participant Fee Payments

## Pinckney Hamburg Baseball Softball Association (PHBSA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2005	131 Adult Co-Ed Participants	655		12/5/2005	3370
Spring 2011	182 Res/89 Non Res	\$ 1,800.00		10/7/2011	
Opening Day	291 Participants	\$ 291.00		10/7/2011	
Spring 2012	163 Res/98 Non Res	\$ 1,795.00		6/26/2012	
Opening Day	241 Participants	\$ 241.00		6/26/2012	
Spring 2013	142 Res/82 Surr/8 Cty/0 Oth	\$ 1,650.00		8/19/2013	
Spring 2013	Travel-42 Res/26 Surr/2 Cty/0 Oth	\$ 500.00		8/19/2013	
Spring 2014	132 Res/77 Non Res	\$ 1,430.00		11/17/2014	
Spring 2014	Travel-37 Res/22 Non Res	\$ 405.00		11/17/2014	
Spring 2015	107 Res/71 Non Res	\$ 1,245.00		10/26/2015	
Spring 2015	Travel-38 Res/20 Non Res	\$ 390.00		10/26/2015	
Spring 2016	110 Res/231 Non Res	\$ 2,860.00		5/1/2017	
Spring 2016	Travel 20-Res/20 Non Res	\$ 300.00		5/1/2017	
Spring 2017	108 Res/164 Non Res	\$ 2,180.00		12/13/2018	
Spring 2017	Travel - 23 Res/88 Non Res	\$ 995.00		12/13/2018	
Spring 2018	83 Res/85 Non Res	\$ 1,265.00		1/14/2019	
Spring 2018	Travel 193 Res/62 Non Res	\$ 1,585.00		1/14/2019	
Spring 2019	140 Res/120 Non Res	\$ 1,900.00		6/13/2019	
Spring 2019	Travel 25 Res/25 Non Res	\$ 375.00		6/13/2019	
Spring 2020	Canceled season due to Covid-19	\$ -			

**Total Fees Collected to Date:** \$ 21,207.00 \$ -

Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date	Expires
In Kind Donation	Gravel/Material for Diamonds	(\$3,545.34)		(\$3,545.34)	2/22/2013	2/22/2015
2013 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,445.34)	6/25/2013	2/22/2015
2014 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	\$654.66	7/28/2014	
2014 Pirate Classic	Payment of Invoice by PHBSA	(\$654.66)		(\$0.00)	7/28/2014	
In Kind Donation	Gravel/Material for Diamonds	(\$1,592.28)		(\$1,592.28)	11/12/2014	11/12/2016
In Kind Donation	Construction of Bleachers 24@100	(\$2,400.00)		(\$3,992.28)	11/12/2014	11/12/2016
2015 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,892.28)	6/11/2015	11/12/2016

2015 Pirate Classic	D&J Septic Additional cleanout Wk1		\$180.00	(\$1,712.28)	6/16/2015	11/12/2016
2015 Pirate Classic	D&J Septic Additional cleanout Wk2		\$124.00	(\$1,588.28)	8/10/2015	11/12/2016
In Kind Donation	Batting Cage Hardware	(\$165.61)		(\$1,753.89)	8/29/2015	8/29/2017
In Kind Donation	Gravel/Material for Diamonds	(\$2,574.76)		(\$4,328.65)	10/26/2015	10/26/2017
2016 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$2,228.65)	5/19/2017	10/26/2017
2017 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$128.65)	6/2/2017	10/26/2017
Adjustment of Balance	2-year rollover expired 10/26/17	\$128.65		\$0.00	10/26/2017	
2018 Pirate Classic	6 day Tournament - 1500 est	-\$1,400.00	\$1,400.00	\$0.00	6/25/2018	
2019 Pirate Classic	4 day Tournament - 1500 est		\$1,400.00	\$1,400.00	6/13/2019	



# Notice for all Users!

This facility is open for use, however, it is **highly recommended** the following precautions are followed:

- \* Users exhibiting any symptoms of COVID-19 should not use any Township facility.
- \* Use of facility requires Social Distancing standards of 6-feet and masks when in close proximity to those not in your household.
- \* Users should bring their own disinfectant and wipe all points of contact, prior to any use.
- \* **Adult Workout and Playground areas will be closed for disinfecting from 7:00-7:30 A.M. and 3:15—3:45 P.M. on all Weekdays (M-F).**
- \* Portable toilets are being provided for use, however, the vendor cleaning schedules vary. Precautions when using these facilities is recommended.

**Thank you for doing your part!**





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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August 11, 2020

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

The Senior Center is now open with limited hours, Monday through Friday from 9:30 to 3:00 pm, and with limited activities.

Correspondence: None

Important Dates: Senior Center will be closed on September 7, 2020 for Labor Day.

Transportation Update: The Senior Center bus resumed on July 6, 2020. Transportation is now offered five days per week by appointment. The bus is currently being used all five days.

Program Updates: Current offerings include Exercise, Bingo, Meals on Wheels, Social Picnics, and Movies. All programs are reaching the current limit of ten at each meeting. In the month of August, Tai Chi and Hamburg Memories meetings were added. We also offered our first drive through birthday celebration to a good turnout.

Upcoming Programs: In September, we are looking to add a Zoom yoga class and activity specific (i.e., euchre, pinochle) social gatherings.

Attendance: July 2020: Monthly Total – 451 Daily Average of 21

**Every Child Shall Play Scholarship Fund (Prior McNulty Scholarship)**

**Starting Balance: \$3,000 on July 1, 2015 (Funds from McNulty transferred over 15/16 FY)**

Funds Dispersed through Scholarship process:

Date of Issue	Club/Donor	Req #	Starting Balance	Check Amount	Ending Balance	FY
March 14, 2006	Hamburg Flyers	1	\$ 2,950.00	\$ 207.10	\$ 2,742.90	
November 24, 2008	PHBSA (Baseball)	3	\$ 2,742.90	\$ 412.50	\$ 2,330.40	
November 8, 2011	HPYFA (Football)	4	\$ 2,330.40	\$ 400.00	\$ 1,930.40	11/12
March 27, 2012	PBSC (Soccer)	1	\$ 1,930.40	\$ 150.00	\$ 1,780.40	11/12
November 21, 2012	HPYFA (Football)	3	\$ 1,780.40	\$ 300.00	\$ 1,480.40	12/13
December 18, 2013	HPYFA (Football)	2	\$ 1,480.40	\$ 200.00	\$ 1,280.40	13/14
February 18, 2014	HPYFA (Football)	4	\$ 1,280.40	\$ 300.00	\$ 980.40	13/14
February 18, 2015	HPYFA (Football)	1	\$ 980.40	\$ 100.00	\$ 880.40	14/15
March 27, 2015	Koeble	Donation	\$ 880.40	\$ (1,000.00)	\$ 1,880.40	14/15
June 30, 2015	Hamburg Twp	FY Adjustment	\$ 1,880.40	\$ (1,119.60)	\$ 3,000.00	15/16
September 11, 2015	HPYFA (Football)	Donation	\$ 3,000.00	\$ (1,000.00)	\$ 4,000.00	15/16
December 16, 2015	HPYFA (Football)	4	\$ 4,000.00	\$ 350.00	\$ 3,650.00	15/16
Pending	PHBSA (Baseball)	5	\$ 3,650.00	\$ 242.50	\$ 3,407.50	16/17
August 1, 2016	Pinckney Blues	Donation	\$ 3,407.50	\$ (1,250.00)	\$ 4,657.50	16/17
Total Fund Balance as of August 1, 2020					\$ 4,657.50	



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

## **Memorandum**

Date: August 12, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: East Michigan Panthers  
Soccer Field Use – Fall 2020 – Use from September 8, 2020 to October 21, 2020

Field to be assigned administratively – H1 shared use

We are in receipt of a Park Use Application from East Michigan Panthers for their Homeschool sports program. They are looking for a viable practice and game location and have requested fields at Manly Bennett Park.

The applicant will be required to provide proof of insurance, with the Township included as Additional Insured. We will also require a copy of their Covid-19 protocol and they understand they must comply with any current Executive Orders. They have provided a tentative schedule which will be confirmed upon approval of the application. Their group is small, so shared field use on H1 with Livingston Christian Schools should be feasible.

Should this application be recommended for approval, it should be done so based on the application from East Michigan Panthers dated 7/22/20 as provided in the packet, contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction.

Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block and will require scheduling with the Park Coordinator.



P.O. Box 157 10405 Merrill Road Hamburg, Michigan 48139-0157 **Hamburg Township Manly Bennett Park**  
(810) 231-1000 Office X-218 (810) 231-4295 Fax **Park Use Application**

## And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

### Applicant Information:

Event Sponsor (or name if family or individual use): **East Michigan Panthers**

Name of Event: **soccer workouts/practices**

Type of Event: **Soccer Workout/practices** Park Use Category #: **not sure?**

Select One

Applicant Name: **Kathleen Marshall**

Date(s) of Event: **several dates, listed at end of doc** Time(s) of Event: **See below at end of doc**

Applicant Address: **5574 Richardson Rd.** Suite or Apt #: \_\_\_\_\_

Applicant City: **Howell** State: **MI** Zip: **48843**

Contact Person (present during use): **Doug Marshall**

Contact's Affiliation with Applicant: **spouse/head coach**

Contact's Phone: **734-478-8774** Contact's E-Mail: **kathiemarshall777@gmail.com**

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

### Insurance Information:

Insurance Carrier: **K&K Insurance**

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

Policy #: **6BRPG0000007258600** Expiration Date: **5-29-2021**

Limit of General Liability: **\$1,000,000** Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_

Aggregate

1 | Park Use Application PA01012020

**Event Description:** (any information that doesn't pertain to your event please indicate not applicable)

Please describe the event you propose to host:

**Regular season soccer workouts / practices**

Total Number of participants/spectators/guests anticipated during event:

**We will have anywhere from 10-30 participants. There are several where we may have only our small JV team and have only 10 participants. I will specify using the numbers (1) (2) and (3) to indicate 10, 20 or 30 participants respectively.**

Average of participants/spectators/guests anticipated at any given time: **20**



Site of Proposed Event; include all areas of the parklands that will be used: soccer field (a full one would be lovely when we have 30 there, but I understand the limitations)

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 3-4 Are Volunteers trained?: as coaches, yes  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: NO If so, please indicate locations:

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

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

Parking fee charged? If so, how much: NO Valet service available? NO

Will Food/Beverages be served? If so, types of food and name of persons serving: NO

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: NO

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: NO

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: NO

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be a need for vehicles to be used on Township grounds? If so, describe: NO

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so,

describe: NO

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*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: None

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: X Regular Season (Games/Practices) \_\_\_ Sports Tournament \_\_\_ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### ***Release of Liability & Indemnification Agreement***

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



### 3 | Park Use Application PA01012020

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: ktm

**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<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: ktm

Applicant's Signature: Kathleen Marshall Date: 7-22-2020

Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator:  Date: 8-12-20

**For office use only**

Comments: \_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative:

\_\_\_\_\_

Dates Requested	Time of Day	# participants	Comments
August 3-7	6-8 pm	30	5 days
August 12	6-8 pm	30	
August 18	6-8 pm	30	
August 20	6-8 pm	30	would love bowl field for Intersquad game if possible
August 25	6-8 pm	30	
September 2	4-6 pm	30	
September 8	6-8 pm	10	
September 10	6-8 pm	10	
September 19	10:30a-12:30pm	30	
September 22	5:30-7:30 pm	30	
September 29	5-7 pm	30	
October 8	5-7 pm	30	
October 12	5-7 pm	20	
October 21	5-7 pm	20	

No approved

HI up front



**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)**

**Memorandum**

Date: August 13, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: PYA 5K Fun Run – Park Use Application  
5K Run using PHS Cross Country Course in East Park

We are in receipt of a Park Use Application from PYA who would like to host a fun run in Manly Bennett East on September 7, 2020. Their use would prohibit both Baseball and Football from accessing their fields for the time of event, however, typically there is little to no activity on Labor Day.

I have requested a cover memo from the applicant giving a better description of the event. It looks as though this is a fund raiser, and waiver of fees may be requested due to the nature of the event.

I recommend approval of the application as submitted, based on the application from PYA dated 8/8/20, as provided in the packet, with the contingency that a Certificate of Insurance (or copy of Homeowners Insurance) be provided naming Hamburg Township as Additional Insured, that the established Park Use fee be waived due to the nature of the event (if requested), that public safety be made aware of the event and that all requested information be provided to the Clerk's Department to their satisfaction.





Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Pirate Youth Athletics

Name of Event: PYA 5K

Type of Event: 5K Park Use Category #: 4 - Event Use

Applicant Name: Pirate Youth Athletics

Date(s) of Event: 9/7/2020 Time(s) of Event: 12:00 p.m., set up at 11:00 a.m.

Applicant Address: 3489 Habitat Trail Suite or Apt #:

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): Chad Bross

Contact's Affiliation with Applicant: President

Contact's Phone: 734-604-0675 Contact's E-Mail: cbross52773@yahoo.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: K & K Insurance

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

Policy #: 6BRPG0000006993500 Expiration Date: 09/25/2020

Limit of General Liability: \$1,000,000 Occurrence \$5,000,000 Aggregate

Umbrella Coverage Limit (if any): n/a Occurrence n/a Aggregate

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: 5K fun run for the community

Total Number of participants/spectators/guests anticipated during event: 100

Average of participants/spectators/guests anticipated at any given time: 100

Site of Proposed Event; include all areas of the parklands that will be used: High School cross country course

Map included with the application. - No use was scheduled

at that time for BB ✓

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 25 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: No If so, please indicate locations: \_\_\_\_\_

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

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

Parking fee charged? If so, how much: No Valet service available? \_\_\_\_\_

Will Food/Beverages be served? If so, types of food and name of persons serving: No

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: No

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: No

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: No

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: \_\_\_\_\_

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Requested memo w/ details from Applicant.

### Release of Liability & Indemnification Agreement

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.



In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: CWS

**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 Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CWS

Applicant's Signature: Chad W. Brown Date: 8/8/2020

Co- applicant's Signature: [Signature] Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 8/13/20

**For office use only**

Comments: \_\_\_\_\_

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☐ Approved ☐ Denied

Hamburg Township Representative: \_\_\_\_\_



Course  
prohibits  
use of  
BB \$  
Football  
F1 \$ F2



**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)**

**Memorandum**

Date: August 13, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Proposed RC Track for remote controlled vehicles

Location: Manly Bennett RC Field – East Park

I have been asked to bring this forward to receive conceptual approval for a RC Vehicle Track being considered for the area next to the existing Launch Pad. I have attached copies of images that were provided for talking points.

This is a project that has been discussed off and on for a few years now, but this is the first time that the Hamburg RC Flyers has had a group energized enough to get to this point. There will still need to be discussion as to procedures that will need to be designed, and it is my understanding that the Flyer's Insurance will cover this activity. We would also need to discuss a fee structure for this type of use, and I would recommend something similar to what we have for Disc Golf.

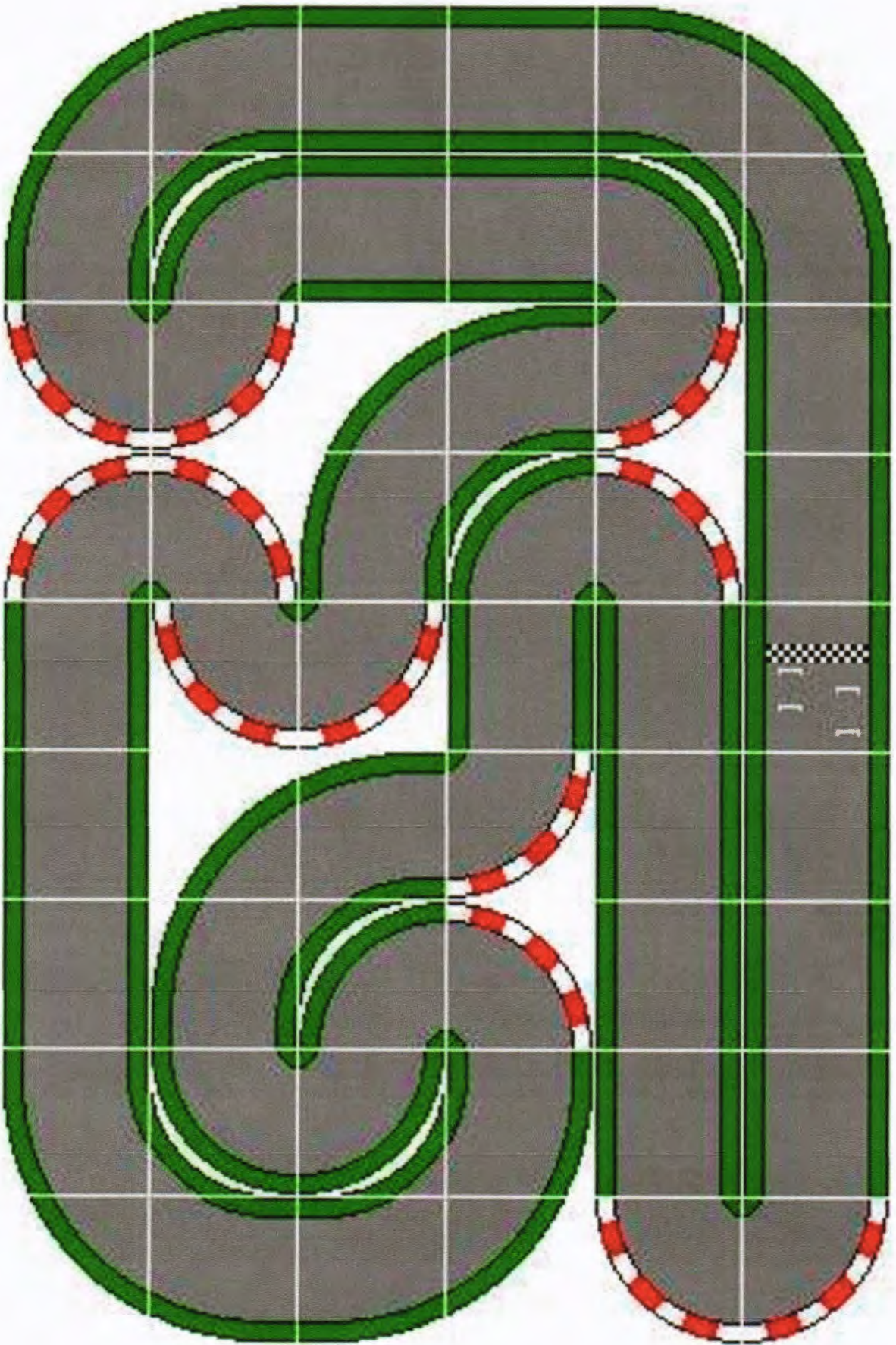
Should the Parks Committee recommend approval of this conceptual plan, the Hamburg RC Flyers will work with the group to finalize plans, obtain bids, and investigate the necessary permits to complete this project. A timeline will be provided as well, so staff can oversee construction. Any questions or concerns raised during discussion will be addressed as the project plans are finalized.





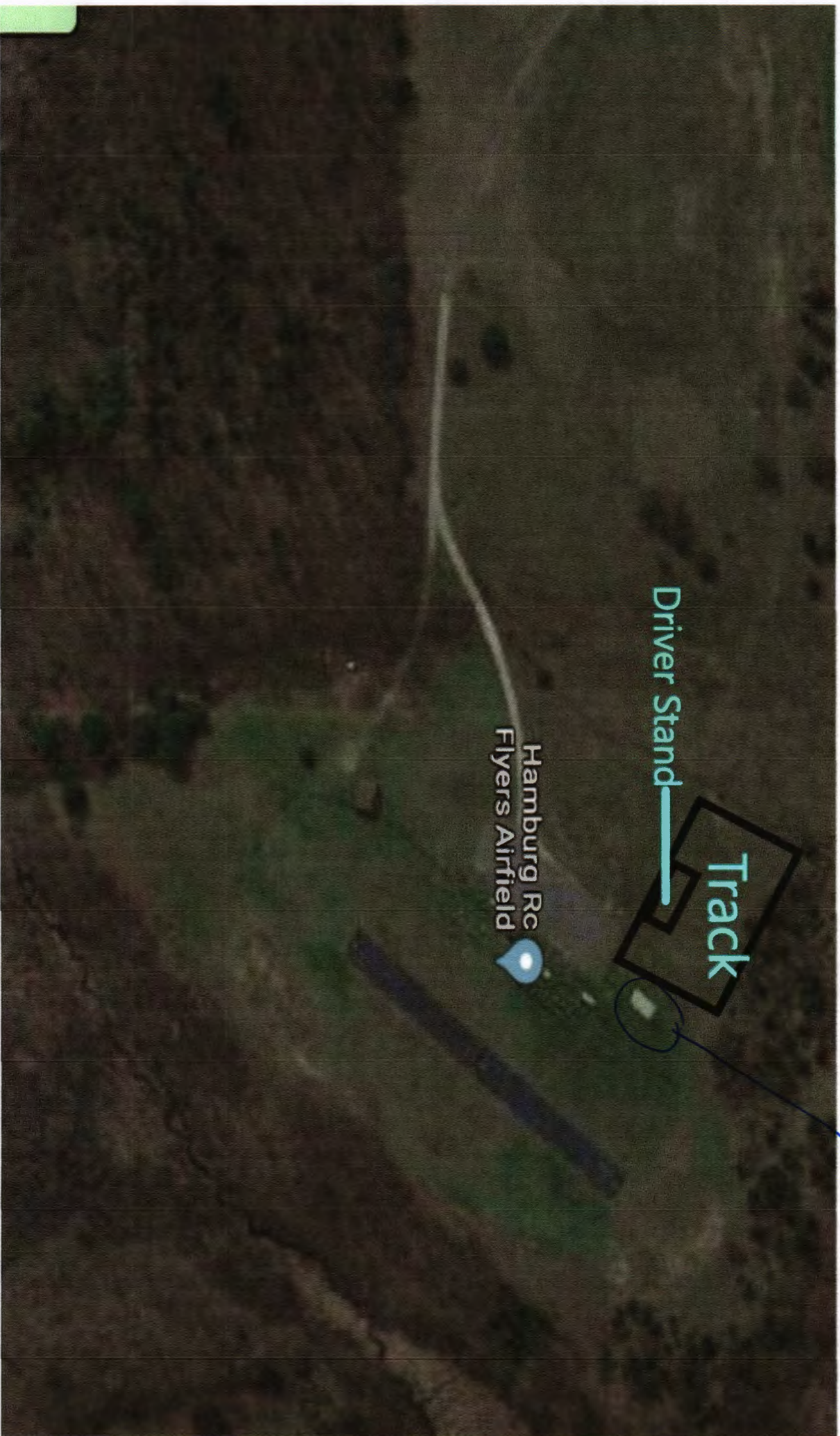
Existing Track  
for example  
of project





Suggested  
Layout





Proposed  
area