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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Hamburg Township Board Room  
Tuesday, March 22, 2022 – 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. February 22, 2022 – Regular Meeting
7. Correspondence
  - A. Hamburg Township Historical Museum Newsletter
8. Current Business
  - A. East Park Playground - Discussion
9. Old Business

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

1. Iron Belle Trail/Lakelands Trail Projects – Supervisor Update
  - Hay Creek Bridge Project – Spring 2022
  - Trail Maintenance Project – Summer 2022
  - Huron River free-span Bridge Grant - Update
2. 5-year Master Plan Update – RFP draft out March 2022
3. West Park Trust Fund Grant Update – Application due 4/1/22

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

1. Park Facility Use Policy
  - Park Use Policy updates – pending (w/addition of Vendor Procedure)
  - Community Center Policy & Fee change – pending
  - Hamburg Administrative Fee Schedule updates – pending (file with Municode)

**C. Administrative Services**

1. Park Coordinator's Report – March 2022
  - A. Blackout List 2022
2. Senior Center Report – March 2022
3. Scholarship Request – None
4. Park Use Requests:
  - A. HCSC 2022 Park Use
  - B. Hamburg Flyer's 2022 Park Use
  - C. Hamburg Flyer's 2022 Air Show
  - D. Hamburg Flyer's Swap Meet 2022
  - E. Livingston County Concert Band – July 26, 2022 – East Park
  - F. East Michigan Panthers – 2022 Season
  - G. Smartwater Tournament – April 30 – May 1, 2022
  - H. PowerAde Tournament – August 20-21, 2022

**D. Special Projects**

1. Community Clean-Up Day – Saturday, April 23, 2022 – 9 a.m. – 3 p.m.
2. East Park Playground Renovation Project – Summer 2022
3. Baseball Dugout Renovation Project – Spring 2022

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee
  - A. Adopt a Garden/Memorial Bench/Tree Project – Volunteers Needed

**F. Signage and Community Awareness**

1. Wayfinding Signage

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

1. ADA Compliance in Parklands – No updates
10. Call to the Public
11. Committee Comments
12. Adjournment

**Next Meeting Date:**

**Parks Committee: April 26, 2022 – 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  
Tuesday, February 22, 2022  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:02 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Muck, Dolan

Board Members Absent: Auxier, Member At Large - Vacant

Also Present: Deby Henneman, Parks & ADA Coordinator, Duane Hoepfner, Building & Grounds Team Lead, Pat Hohl, Supervisor

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Michniewicz, supported by Muck, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 3      Absent: 2 (Member at Large, Auxier)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Muck, supported by Michniewicz, to approve the minutes from the January 25, 2022 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 3      Absent: 2 (Member at Large, Auxier)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

A. Community Center Policy and Fee Change

Discussion took place with the Senior Director regarding the set-up in the Community Center and the reasons behind the change in policy.

Muck suggested setting hours that the Center is open for parties so it is easier to staff it in the future if it is needed.

Hohl stated an Additional Insured rider naming the Township should be required for uses of this nature.

Dolan stated rules should be leave it as you found it, and cleaning supplies should be made available to users with instruction sheet on how furniture should be placed and where the dumpster is.

Discussion took place on allowing alcohol and it was determined for now we would prohibit and monitor use/requests.

**Motion by Dolan, supported by Michniewicz, to recommend the Township Board allow rental of the Community Center to extend to select special events, and that a proposed fee structure be developed by the Senior Director and Parks Coordinator.**

**VOICE VOTE: Ayes: 3      Absent: 2 (Member at Large, Auxier)    MOTION CARRIED**

**B. Vendor Approval Procedure – Discussion**

Discussion took place regarding for-profit vendor requests to use Township Parklands on a reoccurring basis without being tied to an event application.

**Motion by Dolan, supported by Michniewicz, to direct the Park Coordinator to draft a change to the Park Facility Use Policy to clarify that no vendor is allowed to operate on Township owned property unless tied to, and incorporated in, an approved Park Use Application relating to an event held in the Parklands. Special use for non-profits may be considered and approved by the Township Board through the Park Application process. Draft to go back to Parks Committee prior to recommendation to Township Board.**

**VOICE VOTE: Ayes: 3      Absent: 2 (Member at Large, Auxier)    MOTION CARRIED**

**C. Park Facility Use Policy – Revisions and Recommendations**

No discussion on this topic, pending incorporation of changes for Senior/Community Center and Vendor Policy.

**9. Old Business**

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

1. Iron Belle Trail/Lakelands Trail – Supervisor Hohl stated there is an upcoming construction meeting for the Hay Creek Bridge project. There is also a meeting with EGLE for the free-span bridge proposed for the Huron River crossing. He stated that he and Building & Grounds were in the process of marking the trail for bidders on the Trail Maintenance Grant project. Bids are due 3/25/22 with an anticipated summer 2022 construction. So far, he has been contacted by 5 interested bidders.

2. 5-year Master Plan – Henneman reported that she will be working on an RFP for the Park Master Plan to go out early March so the board can start the process once the grant for Manly Bennett is submitted.

3. West Park Trust Fund Grant update – Henneman reported she is gathering information to give to Spicer Group, who has been hired to draft the grant for Manly Bennett Park. The deadline for the application is 4/1/22.

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

No discussion took place on topic as it is pending changes for Senior/Community Center Use Fees and Vendor Policy.

**C. Administrative Services**

1. Park Coordinator's Report – February 2022 – Report received and filed with Blackout list.

2. Senior Center Report – February 2022 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

A. PHBSA 2022 Baseball Season

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Pinckney Hamburg Baseball Softball Association dated 2/7/22 as presented, contingent on all requested documents being received to the Clerk Department's satisfaction, that field assignments be communicated administratively, that use not be allowed during blackout dates, and that charges be invoiced based on current fee schedule allowing for in-kind donation credits.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

B. Livingston Christian School 2022 Soccer Season

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Livingston Christian Schools, dated 2/7/22 as presented, contingent on all requested documents being received to the Clerk Department's satisfaction, that field assignments be communicated administratively, that use not be allowed during blackout dates, and that charges be invoiced based on current fee schedule allowing for in-kind donation credits.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

C. "Just Foolin' Around" A3 Disc Golf Event

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for A3 Disc LLC, dated 2/15/22 as presented, contingent on all requested documents being received to the Clerk Department's satisfaction.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

D. Special Projects

1. Community Clean-Up Event – Saturday, April 23, 2022 – 9AM to 3PM

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – Henneman provided updates on Commemorative Bench project that has been paid for. Construction anticipated at Village Trailhead.

F. Signage and Community Awareness

1. Wayfinding Signage – 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

No comments.

12. Adjourn Meeting

**Motion by Dolan, supported by Michniewicz, to adjourn the meeting.**

**VOICE VOTE: Ayes: 3      Absent: 2 (Member at Large, Auxier)**

**MOTION CARRIED**

Meeting adjourned at 4:04 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator

**Next meeting: Tuesday, March 22, 2022 – 3:00 p.m.**



# HAMBURG TOWNSHIP HISTORICAL MUSEUM

## **New Exhibit Honors 8 Great Women in Township History**

***Mark your calendars for Saturday, March 19! That's the day the Historical Society will open a new exhibit at the Museum titled "Making Herstory: Famous Females in Township History."***

Celebrate Women's History Month by learning about the founder of Hamburg's first female firefighting unit; a woman who co-owned and operated the village's iconic business; a religious leader who was decades ahead of her time; an environmentalist whose dedication to clean water was felt locally and at the state level — and others.

There'll also be a craft for kids and a "We Can Do It!" selfie cutout for adults. Refreshments will be served all day, from noon until 3 pm.

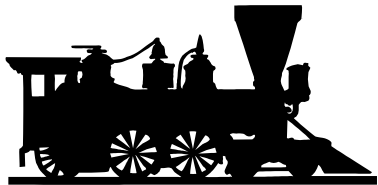
**Admission to this event will be \$2 per adult and \$1 for each child under 18; historical society members attend for free!**

### **A Note to Recipients of the Paper Version of the Newsletter**

Do you prefer to receive this newsletter in paper form through traditional mail?

If yes, please note that — starting with the April issue — there will be a \$12 annual fee for this service to offset our costs of printing and postage. You can still receive free paper copies by picking them up at the Museum or township hall. Or share your email address with us so that we can send you a digital copy.

**Have you signed up yet for the Kroger Community Rewards program? The Museum can reap the benefits, if you do! For details, visit [www.KrogerCommunityRewards.com](http://www.KrogerCommunityRewards.com).**



## Hamburg Township Historical Museum

P.O. Box 272  
7225 Stone Street  
Hamburg, MI 48139

**810-986-0190**

[www.hamburg.mi.us/culture-recreation/hamburg\\_historical\\_museum](http://www.hamburg.mi.us/culture-recreation/hamburg_historical_museum)

***hamburgmuseummichigan@outlook.com***

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

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

Karl Bangert, President  
Carrie Schulz, Vice President  
Linda Harrison, Secretary  
Vacant, Treasurer  
Pat Corr  
Joyce Terry  
Vicky Terry  
Alice Winkelman  
Cindy Michniewicz, HT Liaison  
Patricia Majher, Administrator

**Next Meeting: Saturday, March 19  
@ 9:30 a.m. at the Museum**

## **Volunteers Needed for Museum Cleaning Crew**

Do you have a "clean streak"? We need help keeping the Museum looking neat and presentable.

If you (or you and a friend) can donate time **one Tuesday or Thursday a month** to vacuum and dust the galleries, clean the bathrooms and kitchenette, and wash the entryway windows, let us know by calling 810-986-0190.

## **• IN MEMORIAM •**

Please join us in mourning the loss of member Marie Kangas, who passed away on December 23, 2021 at the age of 102. Marie, a native of Buchanan, MI, moved to the Hamburg area when her daughter Carol Baker developed cancer. While here, Marie joined Carol in volunteering with the Historical Society and donated many artifacts to our collections. Her final act of generosity was to name the society as a recipient of a portion of her estate.

**Have you remembered the Historical Society in your will? A planned gift can help us share the township's stories for generations to come. For more information, please contact your financial or estate planner.**

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## **YOUR MEMBERSHIP HELPS PRESERVE HAMBURG HISTORY!**

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

Address \_\_\_\_\_

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

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

☐ Individual: \$20/yr.      ☐ Dual: \$25/yr.      ☐ Family: \$30/yr.

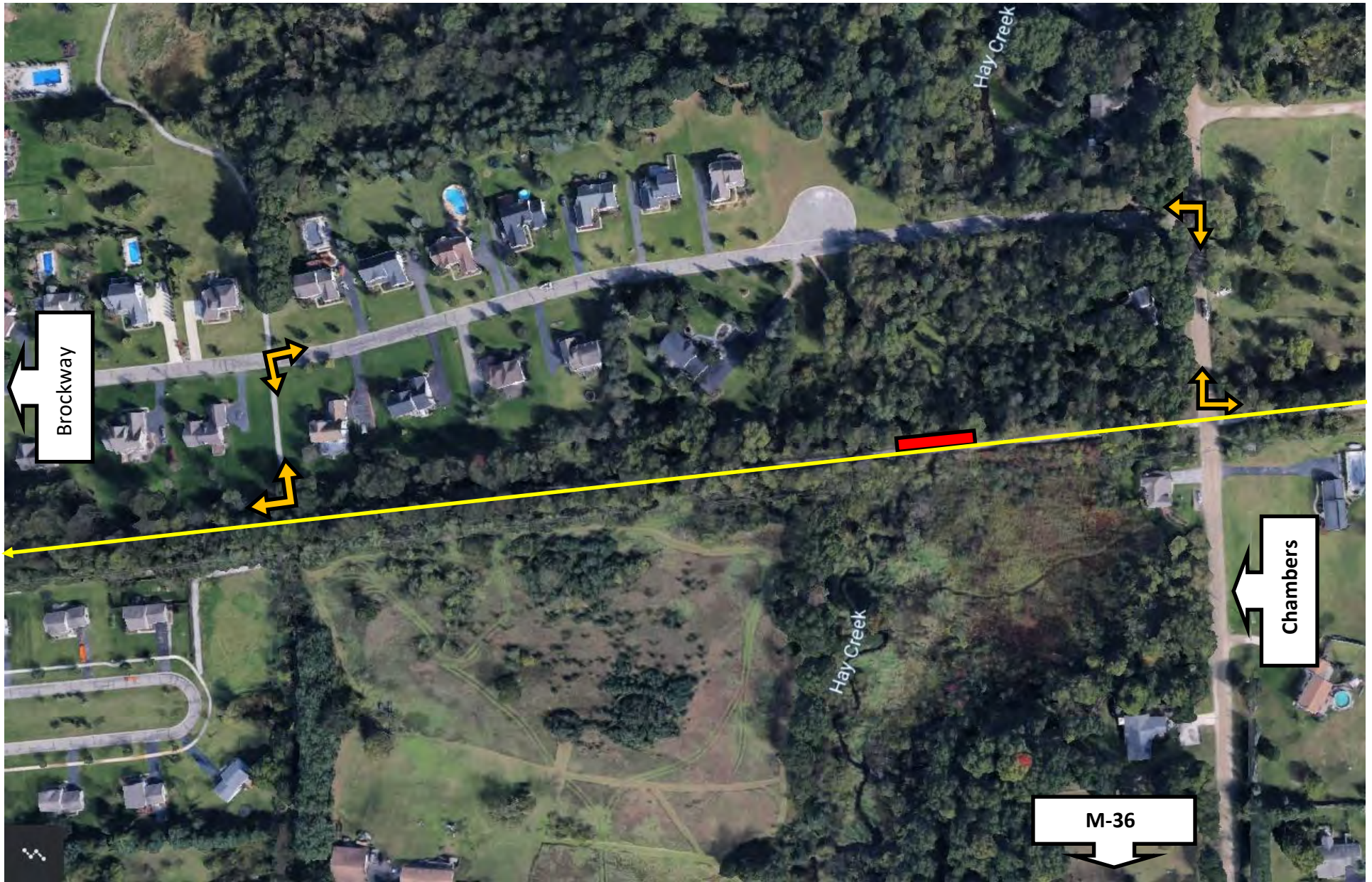
☐ Business: \$50/yr.      ☐ Life: \$300

**\*ADD \$12 to receive paper newsletters via USPS; email copies are free**

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 visiting hours.



# Hay Creek Bridge Detour Route 3/15/2022 -5/1/2022



WB Trail Traffic goes North on Chambers to Hay Creek Drive W, down to trail that leads S back to the Lakelands Trail beyond the Hay Creek Bridge. EB Trail Traffic does opposite.



**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)**

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March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Parks & Recreation Report

The draft of the Park Facility Use Policy has been put on hold pending some of the projects that have taken a higher priority. I hope to get back on track with the updates once we get past some of the pending deadlines I am working under.

The grant application for the Bennett Park & Water Trail Access Improvements is on track, and we are finalizing the document now. We have received some positive public support via email and on social media, and I'm excited about this wonderful improvement that has been proposed. Grant deadline is 4/1/22.

The RFP deadline for the MDNR Trail Maintenance Project is 3/25/22, and has been posted on the Township website. Bid will be awarded at the April 6, 2022 Board meeting, and the project will be completed by fall of 2022. The grant allows for up to \$75,000 in maintenance repairs to the Mike Levine Lakelands Trail.

The RFP for updating our 2022 Master Plan Update will be my priority this week so the public input process can take place over the summer. I will also be gathering pricing for the East Park Playground project which we anticipate will be installed by the fall.

The Hay Creek Bridge project will be underway shortly, with the bridge components being delivered this week. Detour signs will be in place during the construction, and will direct pedestrian/bike/horse traffic through a small portion of the Hay Creek Subdivision. Anticipated project completion is the end of April 2022. A ribbon-cutting ceremony for the project will be scheduled and announced.

We are still looking for volunteers for our Community Clean-Up day! Anyone interested in helping can find our Volunteer Waiver form on the information page here:  
[https://www.hamburg.mi.us/departments/parks\\_and\\_recreation/programs\\_opportunities/hamburg\\_twp\\_community\\_clean\\_up\\_day.php](https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/hamburg_twp_community_clean_up_day.php).





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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March 18, 2022

To: Parks and Recreation Committee  
From: Julie Eddings, Senior Program Director  
Re: Senior Center Director's Report

**February Statistics:**

- Monthly Attendance: 1084
- Daily Average: 70
- Transportation Daily Average: 16
- Number of New Members: 19

**Correspondence:**

- Thank you note from Marti DeWolf
- Kroger Rewards Donation Summary of \$71.93

**Upcoming Closures:**

- Friday, April 15 for Good Friday

**Upcoming Programming:**

- Rug Hooking-March 1 and 8 and April 5 and 12
- Basket weaving Class-March 3 and April 7
- Kumihimo Club – March 8 and 22 and April 12 and 26
- Acrylic Painting Class-March 11 and April 8
- Horrocks Market-March 11
- Book Club-March 17 and April 21
- St. Patrick's Day Luncheon-March-18
- Card Making Class-March 18
- Nancy Craft Class-March 24
- Holocaust Museum-March 25
- Memoir Workshop-March 30

**Other Information:**

- The Senior Center will take a bus trip to The Christmas Shops in April and to Greektown in May.
- Gleaners will be presenting a four session cooking and nutrition class on April 20, May 18, June 15, and July 27 at 12 pm.



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: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Hamburg Community Soccer Club – Use of Manly Bennett Park – West  
Use: 2022 Playing Season Primary use of Fields: 7 & 8

We are in receipt of a Park Use Application from the HCSC dated March 18, 2022 for use of Soccer Fields located in Manly Bennett Park West for the 2022 season. Use will be relayed to the Park Coordinator and placed on the Google Calendar being used for scheduling.

They anticipate 50 recreation participants, and their 2020 season was canceled due to Covid-19. This organization is covered under the umbrella of MSYSA's General Liability, and must adhere to their guidelines for all activities. Due to the limitations on the use and the size of the club, shared scheduling will be more than adequate to accommodate their needs. They have also agreed to continue to stripe the fields for us on an as needed basis in exchange for in-kind credits which can then be used toward park fees.

Should approval of the application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Parks Coordinator, that the Concession stand be cleaned and brought up to code, that all damaged or unused goals/nets be removed from the premises or disposed of, and that use of the fields will not be allowed during West Park blackout dates.



Hamburg Township Manly Bennett Park  
Park Use Application

3/18/22  
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): Hamburg Community Soccer Club  
Name of Event: Spring + Fall Season  
Type of Event: Practice & Games Park Use Category #: Select One  
Applicant Name: Dr. James Clark  
Date(s) of Event: March 26 - Nov 20th Time(s) of Event: Pay right hrs to be schedule  
Applicant Address: 2481 Shehan Suite or Apt #: with Park Coord.  
Applicant City: Pinckney State: Mi Zip: 48169  
Contact Person (present during use): James Clark  
Contact's Affiliation with Applicant: President  
Contact's Phone: 810 923 5552 Contact's E-Mail: jimclarkcoach@a.com  
Event Co-applicant, if any: 810 923 5552  
All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant: \_\_\_\_\_  
Co-applicant's phone: \_\_\_\_\_

Insurance Information:

Insurance Carrier: Pullen thru MSYSA  
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.  
Policy #: To be provided Expiration Date: \_\_\_\_\_  
Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_  
Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_



3/18/22

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

Please describe the event you propose to host: \_\_\_\_\_

Total Number of participants/spectators/guests anticipated during event: 50

Average of participants/spectators/guests anticipated at any given time: 50

Site of Proposed Event; include all areas of the parklands that will be used: Section 6 periodic  
17 & 18 to be scheduled w/ Park

*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: 15 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: \_\_\_\_\_

Parking fee charged? If so, how much: \_\_\_\_\_ Valet service available? \_\_\_\_\_

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

pre packaged SNACK  
No Alcoholic No Concession Stand

*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.*

3/18/22

Will there be a need for vehicles to be used on Township grounds? If so, describe: only

for delivery of heavy materials  
Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event. paint nets etc

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: Normal trash

pick up, watering grass at  
Appropriate times, grass cut

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:

### 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.



3/18/22

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: fn c

**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: fn c

Applicant's Signature: [Signature]

Date: 3/18/22

Co-applicant's Signature: [Signature]

Date: 3/18/22

Parks Coordinator: [Signature]

Date: 3/18/22

### For office use only

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

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

Application has been (Circle one)



Approved



Denied

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



**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: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers 2022/2023 Annual Season – Manly Bennett RC Field

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated March 17, 2022, for the Hamburg Flyer's RC Annual Season from April 1, 2022 to April 1, 2023.

Should approval of this application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction and that use will be subject to blackout dates.

All RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.





## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc

Name of Event: Hamburg Flyers RC Club, Inc.

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: April 18, 2022 thru April 14, 2023 Time(s) of Event: Park hours

Applicant Address: Manley Bennett Airport 10405 Merrill Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: MI Zip: 48130

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571 Contact's E-Mail: E8d68@aol.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: Academy of Model Aeronautics, Inc.

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

Policy #: TBD Expiration Date: TBD to supply w/ AI

Limit of General Liability: TBD Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

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



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

501(3)3 nonprofit activities. The purpose is to develop, educate,

Please describe the event you propose to host: \_\_\_\_\_

advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,

educational seminars community education and awareness.

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-1000 +/-

Site of Proposed Event; include all areas of the parklands that will be used: Manley Bennett Airport.

*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: N/A

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes

If so, please indicate locations: Manley Bennett Airport.

*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: yes, TBD

*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: TBD

*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: Personal Pets

*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.*

Yes, members and guest

Will there be a need for vehicles to be used on Township grounds? If so, describe: \_\_\_\_\_  
personal vehicles driven to and from the site.

*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,  
No  
describe: \_\_\_\_\_

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

Yes, lawn service and maintance.  
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:

## 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.

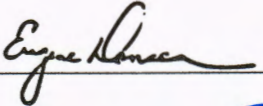
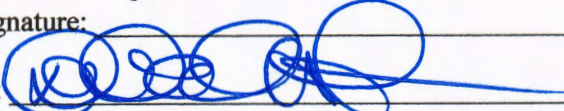
Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, 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: ED

**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: ED

Applicant's Signature:  Date: Mar 17, 2022  
Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parks Coordinator:  Date: 3/18/22

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**For office use only**

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

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

Application has been (Circle one)



Approved



Denied

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



**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: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers RC Annual Airshow – Manly Bennett Park – East  
Park Use Application for Special Event

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated March 17, 2022, for the Hamburg Flyer's RC Annual Airshow proposed to be held on August 13, 2022 with a rain date of August 27, 2022.

The applicant anticipates up to 200 participants/spectators for this event. Should they proceed with this event, any food vendors hired will provide copy of their insurance and food license. The current insurance certificate on file covers this exposure.

Should approval of this application be recommended as submitted, it should be done so with the contingency that the established Park Use fee be waived due to the nature of the event, a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.



## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc

Name of Event: Hamburg Flyers RC Club, Inc. Air Show

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: Aug 13, 2022 rain date Aug 20, 2022 or Aug 27 Time(s) of Event: 11:00 - 6:00

Applicant Address: Manly Bennett Airport 10405 Merrill Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: MI Zip: 48130

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571 Contact's E-Mail: E8d68@aol.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: Academy of Model Aeronautics, Inc.

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

Policy #: TBD Expiration Date: TBD

Limit of General Liability: TBD Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

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



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

501(3)3 nonprofit activities. The purpose is to develop, educate,

Please describe the event you propose to host: \_\_\_\_\_

advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,

educational seminars community education and awareness.

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-1000 +/-

Site of Proposed Event; include all areas of the parklands that will be used: Manley Bennett Airport.

*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: N/A

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: Manley Bennett Airport.

*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: yes, TBD

*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: TBD

*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: Personal Pets

*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.*

Yes, members and guest

Will there be a need for vehicles to be used on Township grounds? If so, describe: \_\_\_\_\_  
personal vehicles driven to and from the site.

*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,  
No  
describe: \_\_\_\_\_

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

Yes, lawn service and maintenance.  
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:

## 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.









**Hamburg Township  
Parks & Recreation**

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**Memorandum**

Date: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers RC Swap Meet – Manly Bennett Park – East  
Park Use Application for Special Event – May 14, 2022 (Rain date 15<sup>th</sup>)

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated March 17, 2022, for the Hamburg Flyer's RC Swap Meet proposed to be held on May 14 (15<sup>th</sup> Rain date), 2022.

The applicant anticipates up to 200 participants/spectators for this event. Should they proceed with this event, any food vendors hired will provide copy of their insurance and food license. The current insurance certificate on file covers this exposure. The applicant plans on attending the meeting to provide the details of the proposal.

Should approval of this application be recommended as submitted, it should be done so with the contingency that the established Park Use fee be waived due to the nature of the event, a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates. Should this event be open to the public, a waiver of fees may be considered and recommended.



## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc

Name of Event: Hamburg Flyers RC Club, Inc. Outdoor Swap Meet

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: MAY 14, 2022 rain date MAY 15, 2022 Time(s) of Event: 9:00 to 3:00

Applicant Address: Manly Bennett Airport 10405 Merrill Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: MI Zip: 48130

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571 Contact's E-Mail: E8d68@aol.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: Academy of Model Aeronautics, Inc.

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

Policy #: TBD Expiration Date: TBD

Limit of General Liability: TBD Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

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

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

501(3)3 nonprofit activities. The purpose is to develop, educate,

Please describe the event you propose to host: \_\_\_\_\_  
advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,  
educational seminars community education and awareness.

Total Number of participants/spectators/guests anticipated during event: 1-200 +/-

Average of participants/spectators/guests anticipated at any given time: 1-1000 +/-

Site of Proposed Event; include all areas of the parklands that will be used: Manley Bennett Airport.

*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: N/A

Number of Volunteers: 1-100 +/- Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: Manley Bennett Airport.

*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: yes, TBD

*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: TBD

*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: Personal Pets

*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.*



Yes, members and guest

Will there be a need for vehicles to be used on Township grounds? If so, describe: \_\_\_\_\_  
personal vehicles driven to and from the site.

*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,  
No  
describe: \_\_\_\_\_

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

Yes, lawn service and maintance.  
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:

## 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.

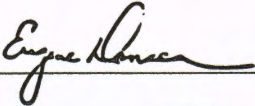
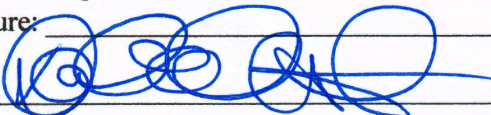
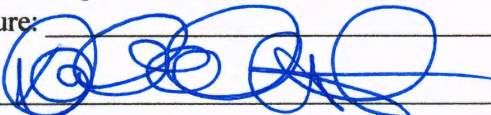
Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, 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: ED

**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: ED

Applicant's Signature:  Date: Mar 17, 2022  
Co-applicant's Signature:  Date: 3/18/22  
Parks Coordinator:  Date: 3/18/22

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**For office use only**

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

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

Application has been (Circle one)



Approved



Denied

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





**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 28, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Livingston County Concert Band

We are in receipt of a Park Use Application from Livingston County Concert Band who would like to hold a free outdoor concert at Manly Bennett Park for our residents on Tuesday, July 26, 2022 at 7:00 p.m. The preliminary area being considered is East Park near the concession stand and utilizing the pavilion and grassy area. Plans are to be finalized with the Township Coordinator.

The time of year that the event is being proposed is generally slower for sports, and most seasons will be over. The event would be a proposed Blackout for the evening starting earlier in the day to include set up, and they will be given access to the concession stand in order for the band members to store their personal belongings. I will work with Public Safety to determine where best to place event/directional signage for traffic flow, and I plan to put an event on the Parks and Recreation Facebook page so we can get an idea of anticipated number of visitors.

Should the Parks committee recommend approval of the application from Livingston County Concert Band as submitted, I suggest the following contingencies: That fees be waived or reduced due to the nature of the event, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that Concession sales, if any, be limited to pre-packaged foods and beverages, unless a licensed vendor is present and provides proper documents. My recommendation includes the recommendation that this event be considered as co-sponsored by the Township.



## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Livingston County Concert Band

Name of Event: Free Outdoor Concert

Type of Event: Free Outdoor Concert Park Use Category #: Select One

Applicant Name: Laura Hogan

Date(s) of Event: July 26, 2022 Time(s) of Event: 7:00 p.m.-dusk (setup at 6 p.m.)

Applicant Address: PO Box 774 Suite or Apt #: \_\_\_\_\_

Applicant City: Howell State: MI Zip: 48844

Contact Person (present during use): Laura Hogan

Contact's Affiliation with Applicant: LCCB Board President

Contact's Phone: 248-310-9241 Contact's E-Mail: livingstoncountyconcertband@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: Hartland Insurance

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

Policy #: A490494 Expiration Date: 9/1/2022

Limit of General Liability: See attached Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

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



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

Please describe the event you propose to host: LCCB performs free outdoor concerts on Tuesday evening  
throughout Livingston County during the summer months. We perform popular tunes, marches, and light  
summer music

Total Number of participants/spectators/guests anticipated during event: band -70, audience ? 100??

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

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

An area large enough to seat 70 band members and then space for audience members to sit.

*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: NA

Number of Volunteers: NA

Are Volunteers trained?: NA

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: NA

If so, please indicate locations: NA

*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: NA

*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: Audience members may bring pets? It's open to the  
community and people passing by

*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: NA

*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: Some of our members will need the ability to drop off large instruments close to where we set up, and older members dropped off

*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: NA

Other information regarding your event that you feel may be helpful: We bring all our own chairs and stands and a portable speaker and microphone. We will need an electrical outlet for the speaker.

### 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:

NA

### 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: SH

**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: SH

Applicant's Signature: Sacra Hogan Date: 2/25/2022

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

Parks Coordinator: [Signature] Date: 2/28/2022

### For office use only

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

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

Application has been (Circle one) ☒ Approved ☐ Denied

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





LIVICOU-38

DBRZUCHOWSKI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/16/2022

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

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

<b>PRODUCER</b> Hartland Insurance Agency, Inc. PO Box 129 Hartland, MI 48353	<b>CONTACT NAME:</b> Deanna Brzuchowski	
	<b>PHONE (A/C, No, Ext):</b> (810) 632-5161 224 <b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> Deanna@hartlandinsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> National Specialty Ins a Division of West Bend Mutual Ins Company	15350
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

INSURED

Livingston County Concert Band  
987 Oak Creek Drive  
South Lyon, MI 48178

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR TR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			A490494	9/1/2021	9/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N		N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

## CERTIFICATE HOLDER

## CANCELLATION

Livingston County Facility Services  
420 S Highlander Way  
Howell, MI 48843

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

AUTHORIZED REPRESENTATIVE

*Deanna Brzuchowski*



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: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: East Michigan Panthers

Soccer Field Use – 2022 Season – Use from April 5 through Nov 15, 2022

Field to be assigned administratively – Shared use of H1

We are in receipt of a Park Use Application from East Michigan Panthers for their Homeschool sports program and have provided their anticipated schedule. They are charged at an hourly rate and invoices will be sent by the Parks Coordinator at the end of each month of use.

The applicant will be required to provide a renewal in May for their proof of insurance, with the Township included as Additional Insured. Their group is small, so shared field use on H1 with other users will be feasible.

Should this application be recommended for approval, it should be done so based on the application from East Michigan Panthers dated 3/13/22 as provided in the packet, contingent on a renewal Certificate of Insurance naming Hamburg Township as Additional Insured, that the Clerk Department be provided all requested documents to their satisfaction, and that no use be allowed during Blackout Dates.

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.





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): East Michigan Panthers

Name of Event: Soccer Games/practices

Type of Event: Soccer games and practices Park Use Category #: 2 - Qualified User ☐

Applicant Name: Kathie Marshall

Date(s) of Event: 3-25 through 6-1 of 2022 Time(s) of Event: varies

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

Applicant City: Howell State: MI Zip: 48843

Contact Person (present during use): Kathie Marshall (586-224-0114) or Nathanael Shaw (313-805-2739)

Contact's Affiliation with Applicant: Kathie Marshall (AD) Nathanael Shaw (Head Coach)

Contact's Phone: see above Contact's E-Mail: kathiemarshall777@gmail.com

Event Co-applicant, if any: none

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

Co-applicant relationship to Applicant: n/a

Co-applicant's phone: n/a

Insurance Information:

Insurance Carrier: K&K Insurance Group, Inc.

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

Policy #: 6BRPG0000007482900 Expiration Date: May 31, 2022

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

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

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

Please describe the event you propose to host: We have a varsity women's team and a middle school girls' team which will be practicing at Bennett a few times per week and holding games -total of about 10 games combined.

Total Number of participants/spectators/guests anticipated during event: practices: 20-35 games: 50-75

Average of participants/spectators/guests anticipated at any given time: 35

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett on soccer fields mostly H1, H2 smaller areas where middle school can practice

*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: 5-6 adults Are Volunteers trained?: for soccer, yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: for bad weather or Spirit Night If so, please indicate locations: \_\_\_\_\_

The tent (a small 10x10 only) would be set up by fields or near fields

*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: \_\_\_\_\_

yes, on Spirit Night. Snacks/drinks and pizza will be sold by our own families/volunteers.

*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: cannot think of 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:

### ***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.

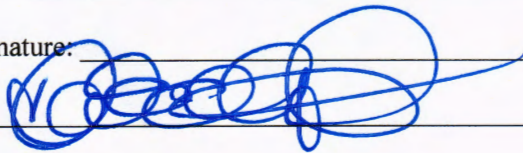
**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant 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.

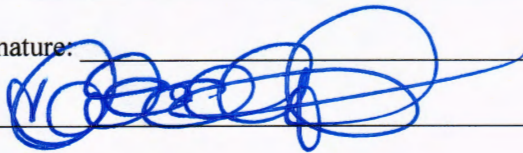
Initials: km

**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: km

Applicant's Signature: Kathie Marshall Date: 3-13-22

Co- applicant's Signature:  Date: 3/18/22

Parks Coordinator:  Date: 3/18/22

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**For office use only**

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

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

Application has been (Circle one) ☒ Approved ☐ Denied

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



**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: March 18, 2022

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Smartwater Invitational Tournament 2022  
Michigan Alliance FC – Manly Bennett Park – West  
Park Use Application for Soccer Field usage – 100% of fields (blackout)

Dates of Event: April 30, 2022 & May 1, 2022

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

The Public Safety Committee will need to make their recommendation prior to the application being sent to the Township Board for approval. The anticipated hazard level is Low, but all charges will be based on the recommendation from Public Safety. This group will be charged as a non-partnering user group.

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

Should the Parks & Recreation Committee recommend approval of the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal, and that a recommendation from the Public Safety Committee be received prior to requesting the Township Board's approval.





## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Michigan Alliance FC

Name of Event: Smartwater Invitational

Type of Event: Soccer Tournament Park Use Category #: 2 - Qualified User

Applicant Name: Gretchen McKernan

Date(s) of Event: April 30 - May 1, 2022 Time(s) of Event: 8:00 am - 8:00 pm

Applicant Address: 9299 Goble Drive Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Gretchen McKernan

Contact's Affiliation with Applicant: Administrator

Contact's Phone: 734-260-1907 Contact's E-Mail: gretchen.maafc@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 Group

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

Policy #: \_\_\_\_\_ Expiration Date: 9-1-22

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

Umbrella Coverage Limit (if any): 5,000,000 Occurrence 5,000,000 Aggregate \_\_\_\_\_



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

Please describe the event you propose to host: Youth Soccer Tournament for 8U - 18U teams

Total Number of participants/spectators/guests anticipated during event: 900

- low

Average of participants/spectators/guests anticipated at any given time: 450

Site of Proposed Event; include all areas of the parklands that will be used: All fields in West Bennett Park

*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: 50

Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes

If so, please indicate locations: Along pathway,

in non-sprinklered areas

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

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

Parking fee charged? If so, how much: No

Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors will  
be selling carnival-type food, barbeque, smoothies, shaved ice, etc.

*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: Just golf cart

*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: Just typical field maintenance

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:

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

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

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



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

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

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

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

Initials: gdm

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in 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: gdm

Applicant's Signature: Gretchen McKerann Date: 3/10/2022

Co- applicant's Signature: [Signature] Date: 3/18/22

Parks Coordinator: [Signature] Date: 3/18/22

**For office use only**

Comments: Park Coord suggests meeting

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

Application has been (Circle one) ☒ Approved ☐ Denied

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





**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: March 18, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: PowerAde Invitational Tournament 2022

Michigan Alliance FC – Manly Bennett Park – Entire West Park with request for East Park Football Field usage – 100% of fields (blackout)

Dates of Event: August 20 & 21, 2022

We are in receipt of a Park Use Application from the Michigan Alliance for use of all Soccer Fields in Manly Bennett West, as well as the Football fields in East Park, for the PowerAde Invitational Soccer Tournament to be held on the captioned dates. Based on safety concerns from past events, and the current park application procedure, it will be required that Public Safety make their recommendation to accommodate the event as requested, or if approval will be limited to West Park. The anticipated hazard level is Medium, but all charges will be based on the recommendation from Public Safety. This group will be charged as a non-partnering user group.

The applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and all charges incurred for these services. They will also be expected to have all additional facilities removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event. Should the event be approved on both sides of the park, they will need to work out a safety plan with Public Safety staff.

Should the Parks & Recreation Committee recommend approval of the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the user be charged a \$500 non-refundable hold the date deposit and charged for use less deposit based on fee schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal, and that a recommendation from the Public Safety Committee be received prior to requesting the Township Board's approval.



## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Michigan Alliance FC

Name of Event: Powerade Invitational

Type of Event: Soccer Tournament Park Use Category #: 2 - Qualified User

Applicant Name: Gretchen McKernan

Date(s) of Event: August 20-21, 2022 Time(s) of Event: 8:00 am - 8:00 pm

Applicant Address: 9299 Goble Drive Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Gretchen McKernan

Contact's Affiliation with Applicant: Administrator

Contact's Phone: 734-260-1907 Contact's E-Mail: gretchen.mafc@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 Group

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

Policy #: \_\_\_\_\_ Expiration Date: 9-1-22

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

Umbrella Coverage Limit (if any): 5,000,000 Occurrence 5,000,000 Aggregate \_\_\_\_\_



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

Please describe the event you propose to host: Youth Soccer Tournament for 8U - 18U teams

Total Number of participants/spectators/guests anticipated during event: 2500

Average of participants/spectators/guests anticipated at any given time: 1500

Site of Proposed Event; include all areas of the parklands that will be used: Fields in both East and West Bennett Parks

*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: 100 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: Along pathway,  
in non-sprinklered areas

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

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

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

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors will  
be selling carnival-type food, barbeque, smoothies, shaved ice, etc.

*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: Just golf carts

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

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

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

Specific services required from the Township, if any: Just typical field maintenance

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:

## Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: gdm

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in 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: gdm

Applicant's Signature: Gretchen McKerann Date: 3/10/2022

Co- applicant's Signature: [Signature] Date: 3/18/22

Parks Coordinator: [Signature] Date: 3/18/22

**For office use only**

Comments: Park Coord rec High Hwy

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

Application has been (Circle one)



Approved



Denied

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

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, April 23, 2022**

**9 a.m. to 3 p.m.**

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**

**10405 Merrill Road, Whitmore Lake, MI**



**PADNOS Recycling:** Accepting scrap metal/appliances without freon – No plastic/glass, No sealed tanks (propane, gas, sealed barrels), No lead acid batteries, TVs or Monitors.



**Monroe's Rubbish:** No construction materials, hazardous or household waste allowed. No liquids or paints. We will be taking tires, but must be limited to 4 per household.



**Compost bin** will be available for small branches, yard waste and leaves bagged in paper.



**Iron Mountain:** 11 a.m. to 3 p.m. Only—Secure Document Shredding On-Site

**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.*



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