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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Hamburg Township Board Room  
Tuesday, February 28, 2023 – 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. January 24, 2023 – Regular Meeting

7. Correspondence

A. Hamburg Township Museum – February Newsletter

8. Current Business

A.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail Projects – Supervisor Update
  - Huron River free-span Bridge Grant – No Update
  - Spark Grant – Lakelands Trail Restroom & Amenities Project - Update
2. 5-year Parks Master Plan – Filed and Posted on Website, awaiting approval from MDNR
3. Bennett Park & Senior Center – Coordinator Update
  - Bennett Park & Water Trail Access Improvements #TF22-0107 – Update
  - AARP Challenge Grant – Community Garden Relocation Project – Update
  - AARP Challenge Grant – Bennett Park Intergenerational Gathering Area – Update
  - LCCOA Grant – Water Fountain for Senior Center (Julie) – Update

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

1. Park Facility Use Policy – In Progress

**C. Administrative Services**

1. Park Coordinator's Report – February 2023
2. Senior Center Report – February 2023
3. Scholarship Request
  - a. None
4. Park Use Requests
  - a. Livingston Christian Schools – 2023 Soccer Season
  - b. PHBSA – 2023 Baseball Season
  - c. Michigan Jaguars FC - 2023 Spring Soccer Tournament
  - d. Jogging for Jakey – 2023 5K Event
  - e. East MI Panthers – 2023 Soccer Season
  - f. Heritage Vintage Market – NEW 2023 Event
  - g. Livingston County Concert Band – 2023 Community Concert
  - h. A2 Zukey Relay – Lakelands Trail

**D. Special Projects**

1. East Park Playground Renovation Project – Update (Ribbon Cutting)
2. Baseball Dugout Renovation Project – Shingle Replacement – Update
3. Pickleball Court #3 – Update
4. RC Truck Track Proposal – Update
5. Sledding Hill – Update
6. Bennett Park & Water Trail Access Improvements – (Report under Grants)
7. Invoicing and Donations – Digital Options - Update

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee
  - A. Adopt a Garden/Memorial Bench/Tree Project – Update
2. Community Clean-up Event Date – Saturday, April 22, 2023 – 9AM-3PM

**F. Signage and Community Awareness**

1. Wayfinding & Safety Signage – Update
2. Hamburg Historical Sign in Hamburg Cemetery – Sign Ordered, Dedication Date TBD

**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: March 28, 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, January 24, 2023  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:04 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Auxier, Muck, McCabe

Board Members Absent: None

Also Present: Deby Henneman, Township Coordinator, Duane Hoepfner, Building & Grounds

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Auxier, supported by Michniewicz, to approve the minutes from the December 20, 2022 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Spark Grant – Lakelands Trail Restroom and Amenities Proposal – Discussion & Input

Dolan stated the initial round for the Spark Grant brought in roughly 280 Million in requests for 15 Million in funding for the first round. The second round is anticipated to open sometime in late January or early February.

Muck stated he feels it is a good exercise to apply in that once the application is prepared, it may make a good request for a future Trust Fund or Passport grant.

Auxier asked if we would consider reducing the scope in order to lower the amounts being requested in order to have a better chance at funding. Suggested we could eliminate the pavilion at Village Trailhead.

Henneman explained that the terms of the Grant are very specific on what they are looking for, and the pavilion is a key feature of the Township's response to the heightened needs of the public during Covid. The project as proposed is the best fit for the terms set forward by the State.

Dolan stated in a discussion with the Grant Coordinator, the project could be split into 3 separate grant applications which would give the Township an opportunity to propose the same project in 3 different "sizes."

**Motion by Muck, supported by Michniewicz, to direct staff to finalize the conceptual plan for all 3 trailhead improvements and to forward to the Township Board for final approval on the Spark Grant submittal.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail
  - a. Hay Creek Bridge Project – Fully funded, file closed.
  - b. Huron River free-span Bridge Project - Nothing new on Grant
  - c. Spark Grant – Lakelands Trail Restroom & Amenities Project (see above)
2. 5-year Master Plan Renewal – Filing due 2/1/23
3. TF22-0107 Bennett Park & Water Trail Access Improvements – Dolan reached out to private donor regarding some ideas for improvements in West Park. Discussion took place regarding the scope items of the grant, as well as some other improvements for consideration near and around the Adult Workout area. He asked the Committee if the playground should stay where it is, or be relocated.

Auxier stated he doesn't feel it makes sense to move the playground adjacent to the parking lot due to the dust from gravel lot.

Henneman stated the numbers for soccer are down, and a large portion of the area goes unused for the most part. The fields that are used the most currently are H1, H2, H6, & H7.

Dolan suggested that he could request a design from a consultant for the area known as field H8 to include relocation of the playground, a possible ninja workout area, and other amenities such as a pavilion, seating & shade trees.

**Motion by Muck, supported by Michniewicz, to direct Clerk and staff to request a proposal and conceptual drawings for the NE quadrant of West Park (known as H8) as an active recreation center. This Master Design is to include scope items from grant #TF22-0107 as well as possible editions such as a Ninja warrior course, pavilion, walkways, shade trees, and passive recreation items. It is suggested that this be developed in a phased approach or as funding is made available.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

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

1. Park Use Policy updates – Updates to Application language being reviewed, changes to be incorporated.
2. Community Center Policy & Fee change – Updates pending.
3. Administrative Fee Schedule – Updates pending.

**C. Administrative Services**

1. Park Coordinator's Report – December 2022 – Report received and filed

2. Senior Center Report – December 2022 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

a. Go Sports LLC – 2023 Baseball Season

**Motion by Auxier, supported by Michniewicz, to recommend the Township Board approve the Park Use Application from Go Sports LLC for the 2023 Baseball Season as outlined in the application dated November 22, 2023, as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

**D. Special Projects**

1. East Park Playground Renovation Project – No update.
2. Baseball Dugout Renovation Project – Hohl and Dolan will take care of it with B&G staff.
3. Pickleball – To be completed spring 2023. Discussion took place regarding “ponding” on new court.
4. RC Car/Truck Track proposal – MOU needs to be signed, then final proposal will come to Parks Committee for recommendation and budget to the Township Board.
5. Sledding Hill (RC Field) – Dolan will be ordering signs.
6. Bennett Park & Water Trail Access Improvements – (Report under Grants)
7. Invoicing and Donations – Digital Options - Update

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – No updates
2. Community Clean-Up – Scheduled for Saturday, April 22, 2023, 9 a.m. to 3 p.m.

**F. Signage and Community Awareness**

1. Wayfinding & Safety Signage – Dolan stated that quote has been received, and alternate quotes will be needed.

Muck suggested another vendor, so Henneman will send request for quote.

2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

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

1. ADA Compliance in Parklands – Safety signage has been ordered and will be replaced over the next couple of months.
2. Pedestrian Crossings along Lakelands Trail – No update



10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes 5**

**MOTION CARRIED**

Meeting adjourned at 4:20 p.m.

Respectfully submitted,



Debra Henneman  
Township Coordinator  
Parks, ADA, Grants, Ordinances

**Next meeting: Tuesday, February 28, 2023 – 3:00 p.m**



**HAMBURG  
TOWNSHIP  
MUSEUM**

P.O. Box 272  
7225 Stone Street  
Hamburg, MI 48139  
810-986-0190

info@hamburgmuseum.org  
<https://hamburgmuseum.org>



Karl Bangert  
*President*

Carrie Schulz  
*Vice President*

Linda Harrison  
*Secretary*

Suzanne Hines  
*Treasurer*

Della Copp

Pat Corr

Joyce Terry

Alice Winkelman

**VISITING HOURS**

11 am-3 pm  
Weds. & Sats.

**ADMISSION**

\$2 adults, \$1 children  
18 and younger,  
members free

# The Wave

*Newsletter of the Hamburg Township Historical Society • February 2023*

## Visit GoFundMe Today to Help Create a Learning Center at the Museum!

As you know, the mission of the Hamburg Township Historical Society is to preserve and present the township's history in ways that foster learning. And for years, we met that mission through exhibits and guided tours for adults and schoolchildren. Then the pandemic struck, and we had to shut the museum down. Since 2021, we've been fully open, but haven't had much success drawing school groups back in.

After taking a hard look at what we offer, we decided that our educational approach needed updating. And that concern was confirmed when a local history teacher asked if he could bring students to the museum to enhance their lesson on the 1803 Lewis and Clark expedition. It quickly became clear that a simple tour of exhibits that cover township history (focused on settlement in 1831 and forward) wasn't going to meet this teacher's need.

With some creative planning, we were able to squeeze 45 people into our former tearoom (though the tea tables only seat about 30!) and deliver a presentation with only a single graphic to share: a map of the US pinned to a corkboard and showing the country's boundaries as they existed in 1803 and in 1831.

**Cont. on Page 2**



DIVE INTO YOUR HISTORY

Cont. from Page 1

The teacher seemed pleased, but it was clear that – if we want to host education programs for children and adults – we need to make some changes. Those changes boil down to three things: a dedicated space, modern presentation technology, and furniture to seat 40 to 50 people.

We're taking steps to fully convert the tearoom for this new use. But to purchase the technology and furniture, **we need your help.**

**We've set up a donation campaign page with GoFundMe**, detailing the items we hope to buy and their costs. Any donation you make can help, and the more people who know about this campaign the more money we'll raise. So please share the following URL with your friends, family, and coworkers. And thanks in advance for your support!

<https://gofund.me/c976af53>

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

## IT'S TIME TO RENEW YOUR MEMBERSHIP

Coming soon in the mail is our annual membership appeal inviting you to renew or upgrade for 2023.

In 2022, we used the funds that many of you provided to launch two exhibits; to host talks on first families; and to introduce an 1830s history day camp. We also provided new member benefits, including the rummage sale preview in July as well as free admission to last month's talk on the 2018 meteorites.

If you're ready to rejoin, you can do so in one of three ways: **1) Visit [hamburgmuseum.org/membership](http://hamburgmuseum.org/membership) to make a credit card payment,** 2) Fill out and send the payment coupon below with a check to the Historical Society at P.O. Box 272, Hamburg, MI 48139, or 3) Stop by the museum (at 7225 Stone St., Hamburg) with a check or cash and your coupon.

**Are you a lapsed member? Or are you interested in joining for the first time?  
Follow the directions in the above paragraph to get involved today!**

## WHAT'S COMING?

FEBRUARY 4

**GoFundMe Campaign Begins**

Search under *Hamburg Township Historical Society*

## WHO'S NEW?

The Historical Society board has welcomed a new member! Della Copp is a seven-year resident of this area and an experienced business professional specializing in marketing, events, and fundraising. As she explained in her interview, "I want to become involved in the community I live in [and] I believe my skills can be an asset to help support and grow the initiatives the board sets forth."



*Della Copp joined the historical society board at its January meeting.*

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

Address \_\_\_\_\_

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

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

### ANNUAL DUES

☐ Individual \$20.00    ☐ Dual \$25.00    ☐ Family \$30.00

☐ Business \$50.00    ☐ Life \$300.00 (one lifetime payment)

\*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.



**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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February 23, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Parks & Recreation Report

The 2022 Trust Fund Grant application #TF22-0107 for the Bennett Park & Water Trail Access Improvements has been recommended by the Trust Fund Board for funding. I anticipate receipt of the Agreement in around April 2023. In the meantime, I will start gathering the materials that will be required to submit with that document.

The Spark Grant proposal was approved by the Township Board, and I will start working on the narrative while we await the announcement that the 2<sup>nd</sup> Round of the application process is open. The first round of awardees have been announced, and you can see that list here:  
<https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants/round-1-awards>

The HERO Park Use application and proposed agreement was approved by the Township Board for the 2024-2026 event years. I will be working with HERO to finalize the applications.

The Community Clean Up Event has a new vendor for on-site document shredding, so the revised flyer is included in the packet and has been posted on our website 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)

I will be working on submissions for two AARP Grants, for deadline March 15, 2023. One will be for relocation/expansion of the Community Garden with connecting paths to the outdoor patio, the other will be for an intergenerational recreation area near the newly installed East Park playground.

I will be attending the MParks Conference and will be out of the office March 7-10, 2023.

**Projects I'm working on next:**

- Complete all inspections of completed ADA Transition Plan items
- Create Counter "Cheat Sheets" for all Township Coordinator functions ie:
  - Parks
  - ADA
  - Grants
  - Ordinance
- Streamline process/procedure for Park & Senior Use invoices & donations with Treasury
- Merge/streamline all approved procedures into an updated Parks Policy and Procedure Manual
- Create Internal Policy & Procedure for Zoning & General Ordinance updates
- Organize and Scan all Park & Recreation archive files into Docuware System – Archive
- **Spark Grant – Trailhead Restroom & Amenities Project – 2023**
- **AARP Grant – Community Garden Expansion Project – 2023**
- **AARP Grant – Intergenerational Playground Project – 2023**
- **Trust Fund Grant – Prepare for Agreement and submit required materials**

**Holiday Schedule:**

Closed April 7, 2023 for Good Friday

Closed May 29, 2023 for Memorial Day

Closed July 4, 2023 for Independence Day

**Facebook Links:**

Parks & Recreation: <https://www.facebook.com/HamburgParksAndRecreation>

Lakelands Trail: <https://www.facebook.com/LakelandsTrailHamburgMI>

Winkelhaus Park: <https://www.facebook.com/WinkelhausPark>

Senior Center: <https://www.facebook.com/hamburgseniorcenter>





February 23, 2023

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

**January Statistics:**

- Monthly Attendance: 1646
- Daily Average: 91
- Transportation Daily Average: 18
- Number of New Members: 21

**Upcoming Closures:**

- Friday, March 24, 2023, for Building Duct Cleaning

**February Programming:**

- March Birthday Celebration sponsored by Woodland Village on March 1
- Jigsaw Puzzle Contest on March 1
- Chair Volleyball starting March 3
- Village Travelers Meeting on March 3
- Move "A Man Called Otto" on March 3
- Chair Massage Therapy starting March 6
- Sign Language starting March 7
- Technology Help with Kensington Woods starting March 7
- Senior Advisory Board Meeting on March 8
- Premiere Travel Show on March 9
- Acrylic Paint Class on March 10
- Senior Bus Trip to the DIA on March 15
- Cake Decorating Demo on March 16
- St. Patrick's Day Luncheon on March 17
- Cooper & Riesterer Law Presentation on March 22
- Gleaner Program Info on March 23
- Karaoke on March 24
- Senior Center Lunch Bunch trip on March 29
- Bianco Tours trip to Firekeepers on March 30
- Bingo hosted by Carepatrol on March 31

**Other Information:**

- The Senior Center applied for grants to Livingston County and to the Livingston County Consortium on Aging for building updates and capital improvements.
- The Senior Center is starting four new programs in March: Chair Massage Therapy, Learning Sign Language, Chair Volleyball, and Technology Help with Kensington Woods



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: February 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Livingston Christian High School– Soccer Field Use – 2023 Season  
Primary Use of Field #H6 – To be scheduled with Coordinator

We are in receipt of a Park Use Application from Livingston Christian High School for their Varsity Soccer team. This organization has been playing on our fields since 2019.

Should this application be recommended for approval, it should be done so based on the application from Livingston Christian High Schools dated 2/9/23 as provided in the packet, contingent on receiving the Certificate of Insurance renewal, and the Clerk Department being provided all requested documents to their satisfaction.

They will be advised that they may be required to stripe their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block, and invoices will be processed at month end based on actual use. They will be scheduled primarily on H6, but field use will be subject to availability.



## 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 Christian Schools

Name of Event: LCS Soccer

Type of Event: Varsity Girls Soccer Practices/Games Park Use Category #: Select One

Applicant Name: Livingston Christian Schools

Date(s) of Event: March to May 2023 Time(s) of Event: est. 4:00-6:00pm Primary Use of +6

Applicant Address: 7669 Brighton Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Jason Stiles

Contact's Affiliation with Applicant: Athletic Director

Contact's Phone: 517.861.6431 Contact's E-Mail: jstiles@livingstonchristianschools.org

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: Certificate on File with Township from Fall 2022 - Updated is required expired 6/1/22

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

Policy #: \_\_\_\_\_ Expiration Date: 6/1/22

Limit of General Liability: \_\_\_\_\_ 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: Girls Soccer Practices/Games

Total Number of participants/spectators/guests anticipated during event: 20-100

Average of participants/spectators/guests anticipated at any given time: 20-100

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

Soccer Fields (primary use on Field H6) - Subject to availability and Blackout dates

*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: 2 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Sports team tent - popup / No stakes If so, please indicate locations: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Specific services required from the Township, if any: N/A

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: JS

**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: JS

Applicant's Signature: [Signature] Date: 2/9/23  
Co-applicant's Signature: [Signature] Date: \_\_\_\_\_  
Parks Coordinator: [Signature] Date: 2/13/23

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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: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/21/2021

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> Trust Shield Insurance Group 301 N Richardson PO Box 87 Vicksburg MI 49097		<b>CONTACT NAME:</b> Ed Hall/Joy Knight <b>PHONE (A/C, No, Ext):</b> (269) 649-1914 <b>FAX (A/C, No):</b> (269) 649-1942 <b>E-MAIL ADDRESS:</b> jknight@trustshieldins.com	
<b>INSURED</b> Livingston Christian Schools 7669 Brighton Road Brighton MI 48116		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Citizens Insurance Co of Ameri <b>INSURER B:</b> Hartford Accident and Indemnity <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 31534 22357	

**COVERAGES** **CERTIFICATE NUMBER:** 21/22 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Z715767069	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Z715767069	06/01/2021	06/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$ OCCUR CLAIMS-MADE			U715769062	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		81WECBY9477	06/01/2021	06/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

RE: Use of Soccer Field @ Manley-Bennett Park

Hamburg Township is listed as additional insured as it pertains to General Liability and the use of the soccer field.

## CERTIFICATE HOLDER

Hamburg Township  
10405 Merrill Road  
PO Box 157  
Hamburg MI 48139

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*Calvin D. Lee*

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**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: February 13, 2023

To: Parks & Recreation Committee  
Hamburg Township Board of Trustees

From: Deby Henneman, Parks & ADA Coordinator

Re: Pinckney Hamburg Baseball Softball Association – Park Use Application  
2023 Spring Season, including Opening Day event and Travel Tryouts –  
Primary use of diamonds B2-B8

We are in receipt of a Park Use Application from the PHBSA for use of the Baseball Diamonds/T'Ball area in Manly Bennett Park East for their regular season April 1 to July 31, 2023, including their Opening Day Event and Travel Tryouts. Dates/Times for those events are TBD and will be approved administratively along with their regularly scheduled use.

Park Use will be subject to Blackout Dates, including the 2023 Family Fun Fest event with setup/teardown. The concession stand is closed from use at this time and is not part of this application.

I recommend approval of the application from the PHBSA as submitted, contingent on proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates, and that the scheduling be administratively approved and invoiced by the Parks Coordinator.



## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(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): \_\_\_\_\_

Name of Event: Pinckney Hamburg Baseball and Softball Association League

Type of Event: Youth baseball season \$ Opening Day Park Use Category #: 4 Event Use Reg Use ☐

Applicant Name: PHBSA

Date(s) of Event: April 1st - July 31st Time(s) of Event: 8am-8pm

Applicant Address: PO Box 813 Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Chris Schell

Contact's Affiliation with Applicant: President PHBSA

Contact's Phone: 989-954-9978 Contact's E-Mail: cschell.tsm@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: Michigan Millers

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

Policy #: C 0540350 02 Expiration Date: 9-1-2023

Limit of General Liability: 2,000,000 limit Occurrence 1,000,000 per 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 host and run our local youth baseball and softball league

Total Number of participants/spectators/guests anticipated during event: 350 kids plus parents

Average of participants/spectators/guests anticipated at any given time: 200

Site of Proposed Event; include all areas of the parklands that will be used: Baseball complex - Fields  
B2-B8 - schedules to be provided  
prior to season start.

*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: 20

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

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

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

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

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

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

Opening day activities TBD \$  
approved administratively

*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: yes we use utility vehicles to prep the fields

*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: no

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: CS

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

Applicant's Signature: [Signature] Date: 2-6-23

Co-applicant's Signature: [Signature] Date: 2/13/23

Parks Coordinator: [Signature] Date: 2/13/23

For office use only

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

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

Application has been (Circle one)



Approved



Denied

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/06/2023

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> STERLING INSURANCE GROUP 7100 Jackson Rd. Ste 300  Ann Arbor MI 48103	<b>CONTACT NAME:</b> Jessica Calvin <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jessica@sterlingagency.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Michigan Millers <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 14508
<b>INSURED</b> Pinckney Hamburg Baseball Softball Association Po Box 213  Hamburg MI 48139		

**COVERAGES****CERTIFICATE NUMBER:** 22-23 Master**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		C0540350	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000	
	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	
							PRODUCTS - COMP/OP AGG \$ 2,000,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$	
							AGGREGATE \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	E.L. EACH ACCIDENT \$							
	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 is added as additional insured with respects to the general liability arising out of the acts of the named insured.

**CERTIFICATE HOLDER**

Hamburg Township Parks & Recreation PO Box 157  Hamburg MI 48139	<b>CANCELLATION</b>  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 
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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: February 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Michigan Jaguars Invitational Tournament - Request for 100% Use West Park  
**Blackout dates: May 12-14, 2023 – Sunup to Sundown**

We are in receipt of a Park Use Application from the Michigan Jaguars FC for use of 100% of the Soccer Fields located in Manly Bennett Park West. The event anticipates up to 2,000 attendees at any given time, numbers of 5,000 total. The proposed crowd size does require a review by Public Safety, and in the past this event has received a Low Hazard rating, however, there is a new coordinator this year.

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

In addition to the park fees, the applicant will be in charge of requesting and paying for additional portable toilets as well as dumpsters for this event. They will also be expected to have all items removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event.

If a recommendation is made for approval of the application as submitted, it should be contingent on the following: that Public Safety recommend a hazard level, that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the applicant be invoiced as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction. This event will also require Vendor Inspections by the HTFD as well as proper documentation based on the vendor's services.



## 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 Jaguars FC

Name of Event: 2023 Michigan Jaguars FC Spring Tournament

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Beth Walling

Date(s) of Event: May 12-14, 2023 Time(s) of Event: 7am-9pm

Applicant Address: 24404 Catherine Industrial Suite or Apt #: 310

Applicant City: Novi State: MI Zip: 48375

Contact Person (present during use): Beth Walling

Contact's Affiliation with Applicant: Tournament Director for Michigan Jaguars FC

Contact's Phone: 313-550-0741 Contact's E-Mail: beth.walling@michiganjaguarsfc.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: Everest National Insurance Company and QBE Insurance Corporation

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

Policy #: SI8GL01851-221 Expiration Date: 9/1/2023

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

Umbrella Coverage Limit (if any): \$1,000,000 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

Total Number of participants/spectators/guests anticipated during event: 5000

Average of participants/spectators/guests anticipated at any given time: 2000

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Park Soccer Fields

*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: 30 Are Volunteers trained?: Yes  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: By field 1 across from  
the parking lot - Tents w/ stakes only between #1 & #2

*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, will have Vendors  
smoothies, pretzels, kettle corn, Big Boy, etc. - will require inspection

as well as COI & Permit for all vendors  
*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: 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: grass cutting and field lining

legacy does?  
the striping for Tournaments

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: BW

**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: BW

Applicant's Signature: Both Walling Date: 1/23/2023

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

Parks Coordinator: [Signature] Date: 1-23-23

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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: February 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Jogging for Jakey 5K – Park Use Application  
5K Race on Lakelands Trail, and staged at Merrill Trailhead

We are in receipt of a Park Use Application from Courtney Smotherman who is requesting access to the Lakelands Trail to hold a 5K Race on August 12, 2023. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area at the Merrill Trailhead. This event is in memory of Jakey Smotherman and all proceeds will be donated to charity. Last year the charity was Motts Children's Hospital.

I recommend approval of the application as submitted, based on the application from the Courtney Smotherman dated 1/31/23, as provided in the packet, with the contingency that a Certificate of Insurance (or copy of Homeowners Insurance) be provided naming Hamburg Township as Additional Insured, that the established Park Use fee be waived due to the nature of the event, that public safety be made aware of the event and that all requested information be provided to the Clerk's Department to their satisfaction.





## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-01  
(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): Courtney Smotherman

Name of Event: Jogging for Jakey 5K

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

Applicant Name: Courtney Smotherman

Date(s) of Event: August 12, 2023 Time(s) of Event: 7 am - 1pm

Applicant Address: 8182 Alyssa Drive Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Courtney Smotherman

Contact's Affiliation with Applicant: Applicant

Contact's Phone: 810-360-5067 Contact's E-Mail: courtney.smotherman@hotmail.com

Event Co-applicant, if any: Brenden Smotherman

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

Co-applicant relationship to Applicant: Husband

Co-applicant's phone: 248-459-8481

#### Insurance Information:

Insurance Carrier: Will provide insurance through Hemlock Insurance prior to race day

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

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \_\_\_\_\_ 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: The event is called Jogging for Jakey and is a 5k (run or walk)  
with the goal of raising money for charity.

Total Number of participants/spectators/guests anticipated during event: 75

Average of participants/spectators/guests anticipated at any given time: 75

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

Starting from Merrill field to lakeland trail, heading west for 1.5 miles and turning around and finishing back at  
Merrill Field. The racers will not cross any major roads during this race.

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

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

Number of Volunteers: 3 Are Volunteers trained?: No

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: yes If so, please indicate locations: \_\_\_\_\_

Potential for one small tent to be set up next to the picnic shelter for registration

*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: \$30

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: \_\_\_\_\_

Post race snacks that are pre-packaged will be served (water, bananas, granola bars 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: 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: None

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: CS

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

Applicant's Signature: Courtney J. Imatherman Date: 1-31-23  
Co- applicant's Signature: [Signature] Date: 01/31/2023  
Parks Coordinator: [Signature] Date: 2-8-23

#### For office use only

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

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

Application has been (Circle one)



Approved



Denied

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



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

## **Memorandum**

Date: February 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: East Michigan Panthers

Soccer Field Use – 2023 Season – Use from April 1 through Nov 15, 2023

Field to be assigned administratively – Shared use of H2

We are in receipt of a Park Use Application from East Michigan Panthers for their Homeschool sports. 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.

Should this application be recommended for approval, it should be done so based on the application from East Michigan Panthers dated 1/25/23 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.

**Park Use Application**

**And Release of Liability & Indemnification Agreement**

(Application must be submitted 60 days before requested use)

**Applicant Information:**

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

Name of Event: soccer games/soccer practices

Type of Event: High school and youth soccer teams Park Use Category #: 2 - Qualified User

Applicant Name: Kathie Marshall

Date(s) of Event: Multiple dates in April and May — To be scheduled Time(s) of Event: ranges from 4:00 pm to 8:00 pm

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

Applicant City: Howell State: MI Zip: 48843

Contact Person (present during use): Doug Marshall

Contact's Affiliation with Applicant: Spouse

Contact's Phone: 734-478-8774 Contact's E-Mail: dmarshall8821@gmail.com

Event Co-applicant, if any: n/a

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

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

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

**Insurance Information:**

Insurance Carrier: K&K Insurance

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

Policy #: 6BRPG0000007788000 Expiration Date: 5-31-2023

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

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

Please describe the event you propose to host: Soccer team practices for high school and girls soccer

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

Average of participants/spectators/guests anticipated at any given time: 20-25 most of the time

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

*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: 4-5 per event Are Volunteers trained?: no  
*Please attach copy of Volunteer Handbook if applicable*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*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 line striping during course of season

Other information regarding your event that you feel may be helpful: n/a

### 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.



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

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

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

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

Initials: 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 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: *Keith Marshall* Date: 1-25-2023  
Co-applicant's Signature: *[Signature]* Date: 2/8/23  
Parks Coordinator: *[Signature]* Date: 2/8/23

**For office use only**

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

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

Application has been (Circle one) ☒ Approved ☐ Denied

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2022

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> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	<b>CONTACT NAME:</b> Mass Merchandising Underwriting <b>PHONE</b> (A/C, No, Ext): <b>FAX</b> (A/C, No): <b>E-MAIL</b> ADDRESS: KK.General@kandkinsurance.com <b>PRODUCER</b> <b>CUSTOMER ID:</b>														
<b>INSURED</b> East Michigan Panthers 5574 Richardson Rd. Howell, MI 48843 A Member of the Sports, Leisure & Entertainment RPG	<table><tr><td><b>INSURER(S) AFFORDING COVERAGE</b></td><td><b>NAIC #</b></td></tr><tr><td><b>INSURER A:</b> Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td><b>INSURER B:</b></td><td></td></tr><tr><td><b>INSURER C:</b></td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	<b>INSURER A:</b> Nationwide Mutual Insurance Company	23787	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>														
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<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES****CERTIFICATE NUMBER:** W02207116**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6BRPG0000007788000	05/31/2022 12:01 AM EDT	05/31/2023 12:01 AM	<table><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea Occurrence)</td><td>\$1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$1,000,000</td></tr><tr><td>PROFESSIONAL LIABILITY</td><td>\$1,000,000</td></tr><tr><td>LEGAL LIAB TO PARTICIPANTS</td><td>\$1,000,000</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$1,000,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$5,000,000	PRODUCTS - COMP/OP AGG	\$1,000,000	PROFESSIONAL LIABILITY	\$1,000,000	LEGAL LIAB TO PARTICIPANTS	\$1,000,000
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<table><tr><td><input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td></tr></table>	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT		E.L. DISEASE - EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT									
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A	<b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			6BRPG0000007788000	05/31/2022 12:01 AM EDT	05/31/2023 12:01 AM	<table><tr><td>PRIMARY MEDICAL</td><td></td></tr><tr><td>EXCESS MEDICAL</td><td>\$100,000</td></tr></table>	PRIMARY MEDICAL		EXCESS MEDICAL	\$100,000												
PRIMARY MEDICAL																							
EXCESS MEDICAL	\$100,000																						

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

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

Sport(s): Soccer Youth Age(s): 12 and under, 13-15, 16-19

See Attached Additional Remarks Schedule

**CERTIFICATE HOLDER**

Evidence of Coverage

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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

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

**ACORD**<sup>TM</sup>

**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		NAMED INSURED East Michigan Panthers
POLICY NUMBER 6BRPG0000007788000		
CARRIER Nationwide Mutual Insurance Company	NAIC CODE 23787	EFFECTIVE DATE: 05/31/2022

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25                      FORM TITLE      Certificate of Liability Insurance

Sport(s): Soccer Youth

Limited Coverage for "Brain Injury" endorsement applies. Brain Injury Limit: \$1,000,000 occurrence/\$1,000,000 aggregate; Brain Injury Loss Adjustment Expense Limit: \$1,000,000 occurrence/\$1,000,000 aggregate. "Brain Injury" means concussion, chronic traumatic encephalopathy, or any other injury to the brain and any symptoms, conditions, disorders and diseases, including death, resulting therefrom but only if such injury occurs as a result of specific events occurring during the policy period.



**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: February 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Heritage Vintage Market – Park Use Application  
Outdoor Vendor Market with Entertainment and Food Trucks – 9/10/23

We are in receipt of a Park Use Application from Shari Blackburn and Joseph Pedrotti proposing use of the East Park Event space and surrounding areas to hold a Vintage Market on Sunday, September 10, 2023.

The applicants have experience in executing similar events, and are interested in hosting the event close to home. They have provided a sample layout and have volunteers to execute the event safely. The anticipated numbers will warrant this application being reviewed by Public Safety.

Should this application be recommended as submitted, it should be done with the contingency that a Certificate of Insurance be provided naming Hamburg Township as Additional Insured, that the event be established as a blackout date, that public safety set a hazard level and provide a recommendation, and that all requested information be provided to the Clerk's Department to their satisfaction.



## 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): Heritage Vintage Market

Name of Event: Heritage Fall Market

Type of Event: Vendor/Craft Show Park Use Category #: 4 - Event Use

Applicant Name: Shari Blackburn, Joseph Pedrotti

Date(s) of Event: 09/17/2023 Time(s) of Event: 7am-8pm

Applicant Address: 9040 Farley Rd. Suite or Apt #: \_\_\_\_\_

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): Shari Blackburn

Contact's Affiliation with Applicant: \_\_\_\_\_

Contact's Phone: 810-308-8398 Contact's E-Mail: heritagehomeaccents@gmail.com

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

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

Co-applicant relationship to Applicant: husband Joseph Pedrotti

Co-applicant's phone: 810-844-6888

#### 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 #: B177075 Expiration Date: 12/2/2023

Limit of General Liability: 1,000,000 Occurrence 2,000,000 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: To host 150 +/- Vendors in 10x10 and 10x20 Booth Space to display and sell hand made, Vintage, Wholesale products, and food trucks

Total Number of participants/spectators/guests anticipated during event: 1500

Average of participants/spectators/guests anticipated at any given time: 400

Site of Proposed Event; include all areas of the parklands that will be used: Large event area, F2 F3 and B4

See layout map, attached.

*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: unknown

Number of Volunteers: \_\_\_\_\_ Are Volunteers trained?: \_\_\_\_\_

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: yes If so, please indicate locations: 10x10 and 10x20 pop up

canopies will be used - No tents on sports fields/sprinklers

*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: 4.00

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

Will Food/Beverages be served? If so, types of food and name of persons serving: yes, food trucks unknown

Will need insurance/permits for all vendors along w/ inspection

*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: pets on leash only - No pets allowed

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: bounce house (maybe) - will need insurance and AI cert.

*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: standard size trucks and trailers for unloading and loading of products.

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

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

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

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

Other information regarding your event that you feel may be helpful: we would need access to the park on

09/16/2023 for setup of event, we will provide security for the equipment during closed hours the night of 09/16

Setup to work around sports activities if any

### 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: slb

**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: slb

Applicant's Signature: Shari Blackburn Date: 02/08/2023

Co- applicant's Signature: Joseph Pedrotti Date: 02/08/2023

Parks Coordinator: [Signature] Date: 2/8/23

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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: \_\_\_\_\_



EZUP

# Heritage Vintage Market

ReLoved-Repurposed-Vintage-HandMade-Boutique

## Good Days Fall Festival

100+

Vendors/Crafters  
Food Trucks  
Free Hay Rides  
Pumpkin Patch  
Live Entertainment  
Face Painting  
Bounce House

Sept. 11, 10am-5pm

Janly W. Bennett Park,

12405 Merrill Rd.

Hamburg  
Township

## About Heritage Vintage Market

Heritage Vintage Market was founded by Husband and Wife Team Shari and Joseph that are vintage and home decor enthusiasts who are passionate about preserving the past and sharing it with others. We wanted to create a platform where people could come together to discover and appreciate vintage finds, handmade goods, and artisanal food products.

The idea for Heritage Vintage Market was born out of a love for all things vintage, unique and pretty. We saw a need for a marketplace where vendors could sell their vintage and unique items at an affordable price and where shoppers could discover hidden gems and one-of-a-kind pieces.

After months of planning and preparation, Heritage Vintage Market was launched as a traveling flea market in 2019 that visits different locations across our great state of Michigan. The market is carefully curated to ensure that shoppers can find truly special pieces that are in excellent condition.

The market is more than just a shopping destination, it's a community. The vendors at Heritage Vintage Market are passionate about their items and are happy to chat with shoppers and share their stories. This creates a fun and engaging atmosphere that makes the market a great place to spend an afternoon.

Heritage Vintage Market is also dedicated to supporting local artisans and small businesses, by showcasing their handmade goods and artisanal food products.

**We believe that preserving the past is important, by also supporting the local community and the artisans. We are passionate about sharing our love for vintage and unique items with others, and we look forward to welcoming you to Heritage Vintage Market!**

# Heritage Vintage Market

ReLoved-Repurposed-Vintage-HandMade-Boutique

Subject: Proposal for Heritage Vintage Market at Manly W. Bennett Park

## **Committee Members:**

**Mike Dolan, Cindy Michniewicz, Cliff Auxier, Jeffrey Muck, Deby Henneman**

We are excited to introduce a new market proposal, the Heritage Vintage Market, set to take place on September 17th 2023 pending approval at Manly W. Bennett Park.

Our team at Heritage Vintage Market is passionate about preserving and promoting vintage goods, antiques and unique finds from local artisans and collectors.

Our market is designed to bring together the local community and offer them a unique shopping experience. With a curated selection of vintage goods, antiques, and handmade crafts along with live entertainment, hay rides and pumpkins provided by one of our local orchards and possibly a bounce house, we are confident that our market will be a huge success.

The Manly W. Bennett Park is an ideal location for our market, with its beautiful scenic setting and ample parking facilities, it is sure to attract a large number of visitors. We believe that the park's central location, combined with its vast amount of space available makes it the perfect place to host our market.

Our team will be responsible for the setup, management, parking attendant, security, and cleanup of the market. We are confident that our market will be well received by the local community. In order to ensure the success of our market, we will be working closely with local businesses, community organizations, and media outlets to promote the event.

We believe that the Heritage Vintage Market will bring economic and cultural benefits to the community. The market will provide a platform for local small businesses to showcase their wares and connect with customers and it will also bring visitors to the area increasing foot traffic and generating revenue for local businesses

We would be honored if you could support our proposal for the Heritage Vintage Market at Manly W. Bennett Park, and we look forward to doing business with you in the future.

Thank you for your time and consideration.

Sincerely,

Shari Blackburn and Joseph Pedrotti  
Heritage Vintage Market Team  
9040 Farley Rd.  
Pinckney MI, 48169  
810-308-8398

[www.heritagehomeaccent.com](http://www.heritagehomeaccent.com)  
[www.oldeheritagemarket.com](http://www.oldeheritagemarket.com)  
[www.facebook.com/oldeheritagemarket](https://www.facebook.com/oldeheritagemarket)

Sample of the contract and release of liability that all participants are required to agree to:

Heritage Vintage Market  
Shari Blackburn 810-308-8398 Cell/Text  
Joseph Pedrotti 810-844-6888 Cell/Text  
E-Mail [oldeheritagemarket@gmail.com](mailto:oldeheritagemarket@gmail.com)  
Site: <https://www.oldeheritagemarket.com>  
<https://www.facebook.com/oldeheritagemarket>

**ACCEPTANCE:** The applicant acknowledges decisions with request to applications, will be necessarily subjective and applicant specifically waives, releases, and hold harmless, Heritage Vintage Market, from any actions, or damages arising out of an application denial.

**SALE OR PURCHASE:** Heritage Vintage Market is not in any way responsible for the sale or purchase of items. Heritage Vintage Market is not responsible to enforce the terms of any sales transactions between the vendors and customers who participate in the Heritage Vintage Market. **CANCELLATION:** We have a no refund policy, we will move you to another show date or location in the event that you are unable to attend, If you have given us a minimum of 2 weeks notice that you will not be attending that show you originally selected.

**RIGHT TO PROHIBIT:** Heritage Vintage Market prohibits alcoholic beverages at the event, and reserves the right to prohibit any item in its sole and exclusive discretion deems necessary to protect the general health, safety, reputation and welfare of the public including firearms, stun guns or any other weapons, or any other material deemed offensive to local community standards. Under no circumstance will anything political be allowed to be displayed by any vendor while on the grounds of market or on any and all public pages on FB. Instagram or any other digital platform that is connected to the Heritage Vintage Market Brand.

**INSURANCE** Heritage Vintage Market will not offer any insurance to any vendor that may participate. Vendors assume any and all liability and responsibility during and after said market. As the organizer of the market event Heritage Market will insure the event and grounds. In accordance to requirements made by local and state regulations.

**FOOD VENDORS** Any and all food vendors that will prep and prepare food items on site must supply an up to date ServSafe certificate on the day of the event that Heritage Vintage Market will forward on to the local health department.

**RESTROOMS** Restrooms are available for use by all vendors and attendees.

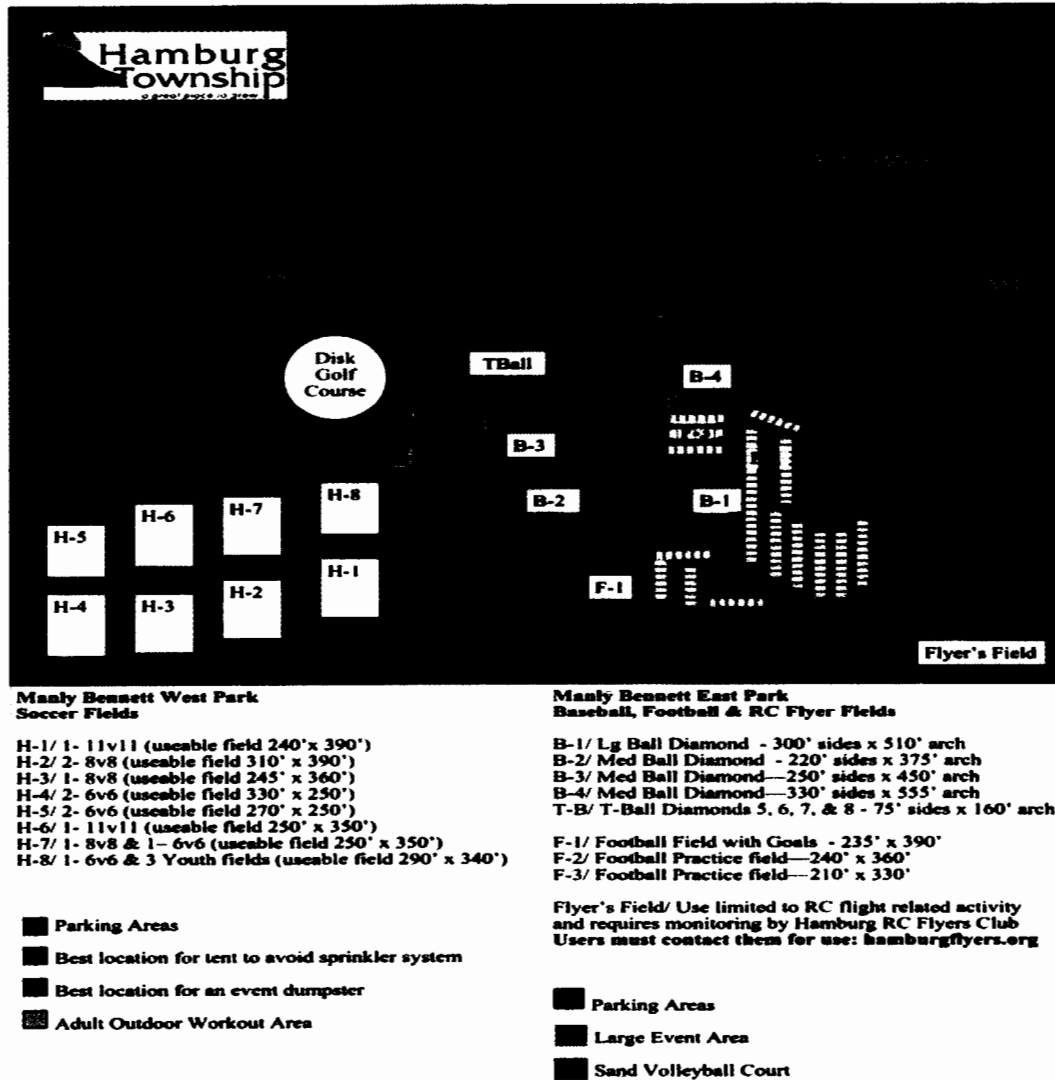
**SANITATION** It is the responsibility of all vendors to keep their space CLEAN and to pick up any trash in there area during and after said event, there will be trash receptacles on the grounds, if for any reason that Heritage Vintage Market Staff is required to clean up a vendors space after tear down the vendor will be billed a 150.00 clean up fee.

Safety is the sole responsibility of the vendor to create a safe environment within their own space, to include securing any and all trip/fall hazards. Tent must be secured to ground all displays must be secure in a way that they are safe and will not fall on vendors or patrons. Heritage Vintage Market will not be held responsible for setup, tear down, security or any other matter that relates to the vendor activities.

**Release of Responsibility**

Participation in the Heritage Vintage Market is at their own risk: risk can include Wind, Rain, Lightning, Floods, or any other act of god, by agreeing to this contract of service you also understand and release Heritage Vintage Market of any and all responsibility to also include but not limited to loss, theft, vandalism, to include vendors and customers alike. You as the vendor will be participating at your own risk. By clicking agree in the online form all Vendors/Artist understands and agrees to all terms and conditions of said contract.

**WAIVER, RELEASE AND INDEMNITY AGREEMENT** By clicking I agree in the online form you are agreeing that you \_\_ (also referred to as "Vendor" in the attached Agreement), acknowledge and understand, for myself and for my agents, representatives, heirs and assigns that, as a condition of being allowed by the Organizer and as a vendor participant in the privately operated Heritage Vintage Market at any and all events, the activities in which I may participate, may expose me to serious risks of (1) injury to my person or my property, or (2) liability for injury to other persons or other property arising wholly or partially from my vendor activity. With full knowledge of those risks, I request that I be permitted to participate in the Heritage Vintage Market. I further agree that I have carefully read and understand the attached Vendor Application and Agreement and agree to comply with all of its terms. I further agree that I fully intend that the Heritage Vintage Market have the benefits of the attached Agreement and this Exhibit A as a condition of my participation as a Vendor. In consideration for approving my application to participate as a Vendor at the Heritage Vintage Market, I, for myself and for my agents, representatives, heirs and assigns, do hereby agree, to the fullest extent allowed by law, to defend, indemnify and hold harmless, and further hereby do demise, release and forever discharge the Heritage Vintage Market organizer and any and all grounds or organization that may be in use, including its officials, officers, employees, agents, representatives and successors from and against any and all liabilities, losses, personal injury claims, wrongful death claims, property damage claims, suits, judgments, damages, costs, expenses, legal fees, and controversies of any kind at law and in equity, which may be asserted against the Heritage Market, which arise out of, or in any way are associated, directly or indirectly to my participation in or presence at the Heritage Vintage Market. The foregoing shall waive all causes of action, damages, claims and demands and forever discharge both Heritage Vintage Market, including its officials, officers, employees, agents, representatives and successors from any and all claims, demands, liabilities, and controversies including costs and/or attorney fees, which may arise out of and/or are associated in anyway, directly or indirectly to the undersigned's participation in or presence at the Heritage Vintage Market, whether involving injury to my person or property, or to the person or property of any third party. ( By clicking agree on the online form you agree and acknowledge this waiver) I ACKNOWLEDGE AND AGREE THAT I HAVE CAREFULLY REVIEWED THE ABOVE LANGUAGE AND UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS, AND THAT I HAVE SIGNED IT VOLUNTARILY FREE FROM DURESS OR UNDUE INFLUENCE, AND AFTER AN OPPORTUNITY TO ASK QUESTIONS AND AFTER BEING ADVISED AND GIVEN AN OPPORTUNITY TO SEEK THE ADVICE OF MY OWN ATTORNEY.



### Sample Layout:

We anticipate with this layout to offer space for up to 150 vendors, mostly in 10ft x10ft and 10ft x 20ft spaces. We would utilize extra space for food trucks/trailers. If there is electric availability we would place food trucks in them locations if its close enough to the market area.

Bounce House: If we decide to offer a bounce house is (subject to liabilities, insurance and board approval) we would have to discus a potential location.

We will provide our own porta-jon company that will more then likely need to deliver and setup on Friday September 15, we can expect anywhere from 1500 to 4000 customers to attend throughout the day.



HERIHOM-01

DBRZUCHOWSKI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/2/2022

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).

PRODUCER  
Hartland Insurance Agency, Inc.  
PO Box 129  
Hartland, MI 48353

CONTACT NAME: Deanna Brzuchowski  
PHONE (A/C, No, Ext): (810) 632-5161 224  
FAX (A/C, No):  
E-MAIL: Deanna@hartlandinsurance.com  
ADDRESS:

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: National Specialty Ins a Division of West Bend Mutual Ins Company 15350

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## INSURED

Heritage Home Accent & Decor LLC  
10609 Grand River  
Brighton, MI 48114

## 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 LTR	TYPE OF INSURANCE	ADOL SUBR BISO WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR		8177075	09/17/2023	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROJ LOC					
	OTHER					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS					
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below					

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

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township Parks & Recreation  
10405 Merrill Road | P.O. Box 157  
Hamburg, Michigan 48139-0157

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





**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: February 13, 2023

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 25, 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. Last year's event went smoothly and along with the 70 members, there were about 30 people in attendance. I anticipate as this event is offered, the numbers will grow, so assistance with signage is something that should be anticipated each year.

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 is 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 25, 2023 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: 9/1/2023

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: Lacera Hogan Date: 2/2/2023  
Co-applicant's Signature: [Signature] Date: \_\_\_\_\_  
Parks Coordinator: [Signature] Date: 2/13/23

### 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)

2/2/2023

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>
	INSURER A : National Specialty Ins a Division of West Bend Mutual Ins Company	15350
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**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 LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			A490494	9/1/2022	9/1/2023	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:						
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY		<input type="checkbox"/> NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>		<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>		<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> 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

Hamburg Township  
10405 Merrill road  
Hamburg, MI 48139

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

AUTHORIZED REPRESENTATIVE



**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: February 23, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: A2Zukey Relay – Park Use Application  
5K Race on Lakelands Trail

We are in receipt of a Park Use Application from Ann Arbor Running Company who is requesting access to the Lakelands Trail to hold a Recreational Relay on June 10, 2023 from 7:30AM to 11:00 AM. There is a fee for the event of \$33 per participant, and the event will not require any use of Manly Bennett Park.

Should the Committee recommend approval of the application as submitted, it should be contingent on a review by Public Safety with a request to set an event hazard level, as well as a contingency that a Certificate of Insurance be provided naming Hamburg Township as Additional Insured, that the board establish or waive a park use fee, and that all requested information be provided to the Clerk's Department to their satisfaction.



## 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:

Ann Arbor Running Company

Event Sponsor (or name if family or individual use): \_\_\_\_\_

A2ZUKEY RELAY

Name of Event: \_\_\_\_\_

Running

Type of Event: \_\_\_\_\_ Park Use Category #: Select One

Brent McDermott

Applicant Name: \_\_\_\_\_

Sat. June 10

7:30am - 11:00am

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

830 Bruce St

Applicant Address: \_\_\_\_\_ Suite or Apt #: \_\_\_\_\_

Ann Arbor

MI

48103

Applicant City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Brent McDermott

Contact Person (present during use): \_\_\_\_\_

Event Organizer

Contact's Affiliation with Applicant: \_\_\_\_\_

248-928-4379

brent@bouma.com

Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_

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:

Hanover

Insurance Carrier: \_\_\_\_\_

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

Policy #: OHHA318042 Expiration Date: 06/03/2024 - will require renewal

\$4,000,000

\$2,000,000

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

\$3,000,000

\$3,000,000

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



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

a recreational relay for runners in Washtenaw County. Teams of runners

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

will take turns running relay segments from Old St. Patrick's Church on Northfield Church Rd. to the finish line at Zukey Lake

Tavern. \_\_\_\_\_

Total Number of participants/spectators/guests anticipated during event: \_\_\_\_\_ 150

Average of participants/spectators/guests anticipated at any given time: \_\_\_\_\_ 25

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_ Lakelands Trail - see map.

*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: \_\_\_\_\_ 8 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: \_\_\_\_\_ \$33 per runner

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

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

*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: N/A

\* Other information regarding your event that you feel may be helpful: This will be our third year hosting A2ZUKEY Relay. We have hosted without incident in all previous years.

First year for application

### 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:  
Relay Race competition.

### 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.

BDM

Initials: \_\_\_\_\_

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

BDM

Initials: \_\_\_\_\_

Applicant's Signature: Brent McDermott Date: 02/22/2023

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

Parks Coordinator:  Date: 2-23-23

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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: \_\_\_\_\_

Lakeland



Pettys Rd

Zukey Lake

Strawberry Lake

Indianola

Merrill Rd

Strawberry Lake Rd

Galatian Rd

Riverdale Rd



Hamburg

mburg Rd

Hamburg Rd

Spi

1



ANNARBO-84

KUSKYRE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/15/2023

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.

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<b>PRODUCER</b> Hylant - Southeast Michigan 24 Frank Lloyd Wright Dr, Ste J4100 Ann Arbor, MI 48105	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (734) 741-0044	<b>FAX (A/C, No):</b> (734) 741-1850	
	<b>E-MAIL ADDRESS:</b> AnnArbor-office@hylant.com		
<b>INSURED</b>  Ann Arbor Running Company LLC 901 W Eisenhower Pkwy Ann Arbor, MI 48103	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Hanover Insurance Company</b>		<b>22292</b>
	<b>INSURER B : Allmerica Financial Alliance Ins Co</b>		<b>10212</b>
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
		<b>INSURER F :</b>	

## 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 LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			OHHA318042	6/3/2022	6/3/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			OHHA318042	6/3/2022	6/3/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$			OHHA318042	6/3/2022	6/3/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below Y	N/A		WKHA359240	6/3/2022	6/3/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Event Date: June 10, 2023

## CERTIFICATE HOLDER

## CANCELLATION

City of Hamburg  
P.O. Box 157  
Hamburg, MI 48139

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

AUTHORIZED REPRESENTATIVE

*Nicholas Z Hylant*

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 22, 2023**

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

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

**Across from: 10405 Merrill Road, Whitmore Lake, MI 48189**



**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.



**Electr Cycle:** On-site Shredding from Noon to 3 p.m. ONLY

**Location:** Township Hall, 10405 Merrill Rd., Whitmore Lake, MI (Municipal Entrance)

Drive thru service provided *\*See attached vendor flyer for shredding service details*

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

**Volunteers Needed! Sign up today!**

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

*Brochures for Livingston County Hazardous Waste will be available*

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



**Hamburg Township  
Parks & Recreation**



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

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

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



# ELECTROCYCLE

COMPUTER RECYCLING AND DOCUMENT DESTRUCTION

## SHREDDING EVENTS:

Documents should be in boxes or paper bags in the trunk of your vehicle for easier access. All boxes are returned after we dump documents in the container for shredding.

Documents must be removed from 3-ring binders

### Accepted:

- Documents in file folders, and hanging files. Paperclips, binder clips, and staples can stay intact and go through the shredder.
- Accordion style file folders
- Manila Folders/Envelopes
- Thin cardboard envelopes
- Checkbooks
- Spiral-bound notebooks
- Paperback books

### Not Accepted:

- Wet, damp, or dried moldy paper
- CDs/DVDs
- Bullets
- Lighters
- Glass
- Any flammable items
- Steel
- Plastic
- Hardcover books