



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, January 23, 2024 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. November 28, 2023 Regular Meeting Minutes
7. Correspondence
 - A. Hamburg Township Museum – December & January Newsletter
8. Current Business
 - A. Certified Playground Safety Inspector Update – Congratulations Duane Hoeppner!
9. Old Business

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

1. Iron Belle Trail/Lakelands Trail Projects
 - Huron River free-span Bridge Grant – No Update
 - Ralph C. Wilson Trail Maintenance Grant #IG202324346 Zukey Footbridge – No Update
2. Park Master Design Plan Concept – No Update
3. Bennett Park & Senior Center
 - Bennett Park & Water Trail Access Improvements #TF22-0107 – No Update
 - LEO & MCSC MI Community Center Grant – No Update
 - HERO Grant - East Park Intergenerational Gathering Area – No Update

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – Updates included for first read/discussion
2. Park Fee Update – Updates included for first read/discussion

C. Administrative Services

1. Township Coordinator's Report – January 2024
 - a. 2024 Blackout List
2. Senior Center Report (Year-end) – January 2024
3. Scholarship Request
 - a. None
4. Park Use Requests
 - a. Michigan Jaguar Tournament – May 10-12, 2024 – BLACKOUT West Park
 - b. East MI Panthers – 2024 Seasonal Use – West Park
 - c. Smartwater Invitational – May 3-5, 2024 – BLACKOUT West Park
 - d. PowerAde Tournament – August 16-18, 2024 – BLACKOUT West Park
 - e. Heritage Vintage Market – September 29, 2024 – BLACKOUT East Park (Partial)

D. Special Projects

1. Baseball Dugout Renovation Project – Update
2. Bennett Park & Water Trail Access Improvements – No Update
3. Scheduling Software Project – Update

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No Update

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan updates for Strategic
10. Call to the Public
11. Committee Comments
12. Adjournment

Pledge to the Flag



No
Information

Hamburg Township
Parks and Recreation Committee
Regular Meeting Minutes
Tuesday, November 28, 2023

1. Call to order at 3:03 p.m.
2. Pledge of allegiance
3. Roll call of Board member- all present except for Barb McCabe
4. Call to the public- None
5. Approval of the Agenda- Motion to accept by Auxier, second by Michniewicz- motion carried
6. Approval of the October 24, 2023 minutes
Motion to approve by Michniewicz, second by Dolan- motion carried
7. Correspondence- Hamburg Township Museum November Newsletter reviewed
8. Current Business
 - a. 2024 Clean-Up Date- Budget Recommendations
Motion to approve budget by Muck to approve, second by Michniewicz- motion carried
Discussion- Muck had question if county would be picking up cost of the Hazardous waste. Auxier suggested follow up with county. Michniewicz suggested considering donation station to offset costs- possibly use QR codes for free will donations. Dolan stated QR codes is being turned over to accounting.
 - b. Priority Projects for Strategic Planning Recommendations-
Sledding Hill- do a soft launch.
Plowing and area for ADA parking established
 - c. Parks and Recreations- 2024 Meeting Dates
Motion by Auxier to accept and approve meeting dates, second by Dolan, motion carried.
9. Old Business (Lakeland Trails/ Halls Creek/ Park within a park)
 - a. Dolan discussed meeting with Cindy and Jennifer from Spicer Group about the following
 - Halls Creek kayak launch- grant to cover costs
 - General funds to cover costs of cleanup of Halls Creek to Huron River to make navigable.

- Parking Lot Expansion
 1. Move closer to the launch area and have a couple switchbacks to make the grade appropriate of 5 degrees
- Slide to the launch area from parking lot to the launch area
- Discussed contacting Freedom River to see if the Halls Creek kayak launch would be a good end point for their disabled veterans and possibly assist with the costs
- Pathway around the soccer field will be 8 feet wide with 21AA crushed limestone as a base with 2" of dust stone compacted on top which will meet ADA requirements
- May need to add either 6" or 10" plastic culverts in areas where washout on path could be an issue
- Installation of rain gardens to act as an environmental filter in areas
- Handicap parking in designated areas identified by Spicer were shown to committee members
- Spicer to give 3 ideas of the layout of the park with walking paths, trees, benches, games etc.
- b. Park Use Police/Fee/Procedures

Recommend to table until Deby Henneman returns- no action taken
- c. Administrative Services
 - No action taken at this meeting
- d. Special Projects
 - Baseball dugouts- all roofs will be repaired by the insurance company due to wind and hail damage

10. Call to the Public

- a. None

11. Committee Comments

12. Adjournment

Motion to adjourn by Michniewicz, second by Auxier- motion carried at 4:12 p.m.

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees:
Pat Hughes
Bill Hahn
Chuck Menzies
Cindy Michniewicz

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

Regular Meeting Dates - Year 2024

January 23 @ 3:00 P.M.
February 20 @ 3:00 P.M.
March 26 @ 3:00 P.M.
April 23 @ 3:00 P.M.
May 28 @ 3:00 P.M.
June 25 @ 3:00 P.M.
July 23 @ 3:00 P.M.
August 27 @ 3:00 P.M.
September 24 @ 3:00 P.M.
October 22 @ 3:00 P.M.
November 26 @ 3:00 P.M.
December - TBD

All meetings are held at the Hamburg Township Hall Board Room located at 10405 Merrill Road, Hamburg, Michigan 48139

Changes and/or additions to these dates, times and/or location will be posted at the Hamburg Township Office, located at 10405 Merrill Road, Hamburg, Michigan 48139, and on the website. Every effort will be made to accommodate requests from the public for alternate meeting dates and times, should the posted meetings not be conducive for participation.

The township will provide necessary, reasonable auxiliary aids and services to individuals with disabilities upon advance written notice or by calling the Township Hall at 810-231-1000

Mike Dolan
Hamburg Township Clerk
10405 Merrill Road, PO Box 157
Hamburg, Michigan 48139-0157
(810) 231-1000 Ext. 206



P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190
hamburgmuseummichigan@outlook.com
<https://hamburgmuseum.org>



BOARD OF DIRECTORS

Carrie Schulz
President
Alice Winkelman
Vice President
Della Copp
Secretary
Denise Emory
Treasurer
Pat Corr
Membership
Suzanne Hines

MUSEUM HOURS

11 am - 3 pm
Weds. & Sat.

ADMISSION

\$2 Adults, \$1 Children
18 and younger.
Members Free.

The Wave

Newsletter of the Hamburg Township Historical Society - December 2023



Need a Last Minute Giving Idea?
Are you tired of resorting to gift cards?
Try this very affordable option.

Purchase an annual membership for the Hamburg Township Historical Society.

This gift membership offers an opportunity for a magical step back in time to learn how our community began and has evolved into the vibrant place we call home. The giving continues with special events and exhibits throughout the year. With this membership you are providing the recipient with

Free admission to the Hamburg Township Museum
Discounts for select events and the museum store
Time Traveler access which is a free reciprocal membership network for historical museums, sites, and societies throughout the United States. It includes 18 museums around Michigan and nearly 400 museums nationwide. Many include free admission, gift shop discounts and more.

A monthly newsletter of information and opportunities.

Individual Annual Membership	\$20.00
Dual Annual Membership	\$25.00
Family Annual Membership (up to six individuals from one household)	\$30.00
Mailing Fee	\$1.00/gift
Pick Up – No Fee	



Ordering is Easy:

Visit or call the museum between 11am and 3pm on December 6 (cash or check only) 9, 13, 16, 20 (cash, check or credit card). Please be prepared with the name of the individual or family that should appear on the membership card and the address of the recipient if it is being sent directly to them. An email address will allow them to receive the monthly newsletter. Make checks payable to **Hamburg Township Historical Society**. Each membership card will be in a cheerful holiday folder ready for giving.

PLEASE NOTE: If your order is received by December 15, it can be mailed to you or the recipient to meet USPS time guidelines for arrival before Christmas.



Hamburg Township Museum
7225 Stone Street
Hamburg, MI
810-986-0190

DIVE INTO YOUR HISTORY



There's still time to sign up.....

TWAS THE NIGHT BEFORE CHRISTMAS... SATURDAY, DECEMBER 9 • 11am – 1pm
Story and Crafts for Kids of All Ages

Move away from the roar of stores and traffic, put phones on the shelf and iPads away. Bundle the kids and come to the museum for a live and costumed reading of the famous holiday tale, *'Twas the Night Before Christmas*. Then join in a fun craft project to use for gifting and an opportunity to stroll through the museum including the newly re-furnished train gallery. Moms and Dads you are invited and encouraged to make memory moments and craft with your kids. Space is limited. Call or email to reserve. 810-986-0190 or hamurgmuseummichigan@outlook.com. Provide name, contact information, and number of adults and children. Fee: \$5 per crafter

IMPORTANT MUSEUM NEW YEAR UPDATE

Open Hours Change Beginning JANUARY 1- During icy, snowy, blowing January, February, and March the Hamburg Township Museum will be open the second weekend of each month: Saturday, Jan 13, Feb 10, Mar 9, 11am-3pm and Sunday, Jan 14, Feb 11, Mar 10, 1pm-4pm. Special events scheduled on other days will be announced via our website, Facebook, newsletter, or email.



The Hamburg Township Historical Society and Museum will celebrate its twenty-year milestone throughout 2024. During the past two decades much local history has been celebrated and exhibited through the efforts of the Historical Society. The mission to preserve and present regional history will vigorously continue so that residents can learn and appreciate the past events that have influenced the flourishing community we share. A festive year is planned, and all of you are invited to join in. **Please watch for notices of special events you won't want to miss.**



Here it comes....The beloved train gallery at the museum is undergoing renovation and is almost ready to open, again displaying the landscape and trains that ran through this area beginning in 1883. Watch our website and the newsletter for information on the grand opening.

And your gift to the community and the Hamburg Township Museum? – **VOLUNTEER!** Many hands and minds are needed to execute the programs and exhibits. If your interest is in people, technology, marketing, research, or wherever help is needed, please call the museum at **810-986-0190** or email hamburgmuseummichigan@outlook.com and **provide your name and phone or email.** We will be in touch to discuss opportunities.

THE MUSEUM SHOP

HAPPY HOLIDAYS!

The gift shop is no longer just a corner but is enlarged to provide a greater variety of affordably priced items and a fun shopping experience. The Museum Shop is open during museum hours, Wednesday and Saturday 11-3 through December (except December 23). Please be prepared with cash or check while we are setting up for credit cards.



**HELP US
PRESERVE AND
PRESENT
THE HISTORY
OF HAMBURG.**

**BECOME A
MEMBER
TODAY!**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address* _____

ANNUAL HISTORICAL SOCIETY AND MUSEUM 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.



The Wave

Newsletter of the Hamburg Township Historical Society - January 2024

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190
HTHSandMuseum@gmail.com
<https://hamburgmuseum.org>



BOARD OF DIRECTORS

Carrie Schulz
President
Alice Winkelman
Vice President
Della Copp
Secretary
Denise Emery
Treasurer
Pat Corr
Membership

WINTER MUSEUM HOURS

**Saturday, Jan 13, Feb 10
and Mar 9 11-3pm**

**Sunday, Jan 14, Feb 11 and
Mar 10 1-4pm**

ADMISSION

\$2 Adults, \$1 Children
18 and younger.
Members Free.

HAMBURG TOWNSHIP HISTORICAL SOCIETY AND MUSEUM CELEBRATES *TWENTY* YEARS



We need you for the anniversary kickoff on January 13, 11am-3pm and January 14, 1 pm-4pm at the museum. Enjoy a cupcake, explore the exhibits and browse in the gift shop. Watch the newsletter, website and Facebook for more anniversary events in 2024. Now move to page 3 to learn how this local gem began.



What is at the heart of 20 years of success? **MEMBERS** – just like you!
Memberships are the key to unlocking history in the community.
It's exciting! Read it on page 2.

IMPORTANT UPDATES

email address: HTHSandMuseum@gmail.com

Museum Hours: **Saturday, Jan 13, Feb 10. Mar 9 11 am – 3 pm**
Sunday, Jan 14, Feb 11, Mar 10 1 pm – 4 pm

Watch for updates of spring and summer hours.

Credit Card Purchases: A convenient and secure on-line credit card payment option is now available for membership dues or event fees.

DIVE INTO YOUR HISTORY



MEMBERSHIP MAKES A DIFFERENCE

Happy New Year Hamburg Township Historical Society (HTHS) Friends,

Do you know what memberships helped us accomplish in the community during 2023? The highlights below give you a glimpse of some 2023 activities.

More than 70 people saw a presentation on the historic Hamburg Township Meteorite
The Hines Learning Center was launched at the museum
In cooperation with Huron Metro Parks, outdoor enthusiasts learned about invasive plants
The very historic but thriving art of knitting was introduced in a series of classes
25 neighbors joined the narrated walking tour of old Hamburg village
30 gathered to hear Captain Scotty's lively talk on the history of the Chain of Lakes
Kids gathered in December to celebrate Christmas with stories and crafts in a historical setting.



*Pat Corr
Performing at HTHS Kids' Christmas*

We invite you to sign on as an ambassador for local history with your renewal or new membership at <https://hamburgmuseum.org/>; click on Become a Member. You will find a chart of member benefits and simple and secure credit card processing. If you prefer to pay by check, please use the form below and mail it to: **Hamburg Township Historical Society P.O. Box 272, Hamburg, 48139**

Pat Corr, Membership Coordinator

Hamburg Township Historical Society 2024 Membership Form

Name(s) _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

☐ Individual: **\$20** ☐ Dual: **\$25** ☐ Family: **\$30**

☐ Business: **\$50** ☐ Life: **\$300**

☐ Additional Donation \$ _____

Newsletter format: ☐ e-mail (free) ☐ USPS (add \$12 annually)

HAMBURG TOWNSHIP HISTORICAL SOCIETY AND MUSEUM

CELEBRATES *TWENTY* YEARS



IN THE BEGINNING...January 2004

Founding of the Hamburg Township Historical Society and Museum

The Library had moved to their new facility in the municipal campus on Merrill Rd. in 2001, leaving a very historic building empty in the village. This historic building was built in three phases, the main body was the Free Methodist Church built in 1865. A free standing building, that was the previous office for the Hamburg Lumber Yard was moved from its original home down by the railroad tracks and became Hamburg's first library opening in 1966. In 1976 the Charles Davis addition was built by members of the volunteer fire department funded by the sale of building materials to library patrons. When the Township government, who was using the church building as their governmental offices, moved to Merrill Rd., starting the Municipal campus in 1986, the Library gained the church building and attached it to the already existing library.

THE MISSION

Preserving and presenting the history of Hamburg Township in ways that foster learning, promote understanding, and inspire appreciation for the past.

CONTINUING THE JOURNEY

Twenty years is a milestone but also a stepping stone. There is much more history to share and discover. Stay alert in 2024 for exhibits and events that celebrate the past but also demonstrate its influence and impact on regional growth. Visit the museum, participate in educational offerings, use the newsletter, website, and Facebook to be part of the future of the Hamburg Historical Society and Museum.

COMMUNITY PARTNERS

Cheers and many thanks to the following vendors who contributed toward the safety and beauty of the museum. They are strong partners in our mission.



Doug Hill
Carpet Depot
7878 E. M-36
Whitmore Lake, MI
48189

Alan's Asphalt
PO Box 354
Hamburg, MI 4813

Dan's Outdoor Services
PO Box 1116
Brighton, MI 48116

Michigan Electrical Services
16452 Whispering Meadows Dr.
Stockbridge, MI
49285

Clark Bradley
Elite Exterior Cleaning
7826 Pamalane Court
Brighton, MI 48116

Livingston Gutter
2723 E. Grand River
Howell, MI 48843

Overnight Signs LLC
29103 Five Mile
Livonia, MI 48154

Todd's Services
Landscaping
7975 M-36
Hamburg, MI 48139

**HAMBURG TOWNSHIP
PARK FACILITY USE POLICY
(Rules & Regulations)
Effective ~~March 5, 2019~~ January 2, 2024**

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township ~~p~~Park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course "The Gulch", Winkelhaus Park, the Senior/Community Center, the Lakelands Trail & trailheads and other areas municipally owned or operated which support ~~concerning~~ recreation & leisure activities, and to matters related to the use of, and conduct on, ~~Township property or that facilities which is~~ under the Township's jurisdiction. For the purposes of this document, the aforementioned facilities shall be referenced as "parklands."

2.0 GENERAL PARK USE POLICIES

There are a number of general ~~use~~ policies ~~to provide~~ providing guidelines for proper use, protection, regulation, and control of the Hamburg Township ~~Park and recreational facilities~~ parklands. They include:

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules ~~R~~egarding Alcohol Use
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

Township ~~parks~~ parklands are open to the public ~~daily for use by the public~~, consistent with the "Hamburg Township Parks Ordinance/Hamburg Township Code of Ordinances, Chapter 24" and this policy, except during hours as ~~determined~~ authorized by the Township Board. Hours that a specific Township park or facility is closed shall be conspicuously posted at the park. The Park Administrator or staff may also authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 p.m. and 5:00 a.m. unless accompanied by a parent or guardian.

The Senior/Community Center is open to adults aged 55 and older for programming, Monday – Friday, 9AM – 4PM. Weekdays after 4PM and on weekends, the building may be rented for meetings through Parks and Recreation. There is limited use for events, however, there is NO access to the kitchen facilities. You can find more information on our website: https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_policy_and_forms.php.

The Township may designate portions of the ~~park~~ parklands and recreational facilities for specific uses. Certain facilities ~~within the park~~, such as the ball fields, pavilions, ~~basketball-volleyball~~ courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in Park Facility Use Fee Schedule Appendix C: Hamburg Township Code of Ordinances, Part II – Township Appendices. Larger events may request special uses which may require closure or limited use of one or more areas of the park. Those event dates will be listed in the Park Use Calendar as "blackout dates."

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours, and that calendar is checked for scheduling conflicts.

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2.2 Protection and Preservation of Property and Natural Features:

No person shall injure, deface, disturb, or remove any part of the park or any building, sign, equipment or other property found therein including but not limited to: trees, shrubs, plants, rocks or minerals. Prospecting, metal detecting, and activities similar in nature, are strictly prohibited in all owned and/or operated Hamburg Township Parklands and/or Trails.

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All garbage and waste must be deposited in receptacles provided for such purposes. Dumping of garbage, sewage, household refuse, waste or other noxious material on any Hamburg Township property is strictly prohibited. ~~No glass containers are permitted in the park area~~ parklands. Persons and organizations utilizing any Township ~~park and recreational facilities~~ parkland shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Park Administrator or staff. All events that will produce high volumes of garbage, such as Tournaments and Festivals, are required to provide a dumpster, as well as extra portable toilets, at their expense.

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No person shall build any fire ~~upon within any~~ Township parklands ~~property~~ except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board and Hamburg Township Fire Department is required for any fire outside of designated receptacles, or at any event.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within ~~or upon any~~ Township parklands ~~property~~. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the Township Park unless such container or locality is marked as a receptacle for such material.

No person shall install a tent ~~on any parkland facility either owned or maintained by Hamburg Township,~~ without express permission from the Township Board. To prevent damage to the sprinkler system, a site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township parklands ~~and recreational facilities,~~ unless authorized by written permit of the Township Board, shall hunt, pursue with dogs, trap or in any other way molest any wild bird, nest, egg, den or animal found within ~~the Township park- Township property.~~

No persons, except employees or officers of the Township, or those otherwise permitted by law to carry ~~a concealed weapon~~ weapons, shall carry firearms of any description, or air rifle, or slingshot, or bow within the park, or discharge any firearms, fireworks or explosive substances, or air rifle therein without specific permit from the Township.

No person shall bring, drive, lead or carry, any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs that are individually trained to do work or perform tasks for people with disabilities and are housebroken, or to dogs under control of the Township. Persons bringing any animals or pets ~~onto Township Park property into the~~ parklands shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. ~~Carriages, Carriages, sleds, and/or wagons pulled by one or more animals,~~ are not allowed in any ~~owned or operated parklands Hamburg Township Parks~~ and/or the Mike

Levine Lakelands Trail unless otherwise approved by the Township Board by way of the permit process described in section 2.4 of this document.

Any animals used in conjunction with any Park Use shall be approved by the Hamburg Township Board during the Park Use approval process, and shall be caged, fenced in, leashed, or similarly restrained and under the complete control of the aApplicant and/or workers at all times.

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended for passive recreation such as trails or boardwalks. All owners or handlers of a dog or other domestic animal must comply with Chapter 24 of the Hamburg Township Code of Ordinances and violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

Service animals are allowed to attend activities and/or events. They are defined as dogs ~~that which~~ are individually trained to do work or perform tasks for people with disabilities. Any service animal required because of a disability must be certified and clearly marked as such ~~harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents these devices.~~ Staff may inquire as to what work or task the service animal has been trained to perform.

~~All owners or handlers of a dog or other domestic animal must comply with the Hamburg Township Domestic Animal Control Ordinance. Violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.~~

2.4 Vehicle and Traffic Control:

Except for designated parking areas, or ~~other~~ areas otherwise approved or allowed by Hamburg Township under permit or lease, no motorized vehicles, except for Personal Assistive Mobility Devices (PAMD), will be allowed in the ~~park or parklands~~ facilities.

The Township Staff or employees may operate motorized vehicles, and/or animal-driven within the ~~Township Park and/or parkland facilities~~ parklands if granted the right to do so by the Township Board or Park Administrator by way of an approved Park Facility Use Application, or in the case for accessibility, a Application for Permitted Use of Off-Road Motorized Vehicles and/or Animal Driven Vehicles.

Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with handicaps that prevent them from using the recreational facilities in any other manner. Township Board approval is required for all other types of Off-Road Motorized and/or Animal Driven Vehicles through a permit process. (Appendix 6).

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle, if applicable
- Will be operated by permitted driver only
- Will allow passengers only as necessary (unless otherwise approved by application)

2.5 Business, Vending and Concessions:

No person or organization shall, within the boundaries of ~~the Township Parks~~ any Township parkland, facility, or on any municipally owned property, ~~advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property,~~ of advertise, carry on or conduct any other business, commercial or fund-raising activity unless tied to, and incorporated in, an approved Parkland Facility Use Application relating to an event held in the parklands. Special use for non-profit organizations may be considered and

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Commented [DH1]: Was Changed effective 4/5/22 by TB Motion

~~approved by without the written authorization of~~ the Hamburg Township Board, ~~obtained~~ through the Park Use Application process, ~~for pre-determined areas within the parklands and trails.~~

All Board authorizations will require, at the minimum, evidence of conformity to State, County and Local ordinances, licenses and permits by the requesting person or organization as well as proof of General and Products Liability Coverage. Cash operations require evidence of proper accounting and internal financial controls which may be audited at the direction of the Township Board of Trustees at its sole discretion, and subject to revocation of Park Use authorization.

The Board of Trustees may contract for services included in this section with qualified licensed contractors through competitive bidding, as outlined in the Hamburg Township ~~Purchasing Policy & Procedures~~ Administrative Policies and Procedures.

~~SIGNAGE TO BE ADDED – MUST COMPLY WITH ZONING ORDINANCE. Signage for events held on Township owned or operated parklands is addressed in section 2.11.~~

2.6 Alcohol:

Alcohol use is strictly prohibited in Parks, Trails or Trailheads, ~~Senior/Community Center, or areas~~ owned or operated by Hamburg Township ~~unless Township unless~~ specifically authorized in writing by the Township Board ~~by way of board motion.~~

2.7 Parking:

No parking of motor vehicles shall be permitted during the hours of 12:00 a.m. and 5:00 a.m. or as otherwise posted and/or approved by the ~~Township Board~~ Park Administrator and/or Township Supervisor.

Parking shall be in designated parking areas only, or those areas otherwise approved by the Township Board through the permit or lease approval process. Vehicles parked in unauthorized parking areas or that have been left overnight ~~on any property owned or maintained by Hamburg Township in any parkland~~ may be ticketed and/or towed at the owner's expense.

2.8 Public Safety:

Applicants may be required to meet with the ~~Clerk~~ Park Administrator and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. ~~Any event anticipating over 1,000 or more participants/spectators/guests, or based on the nature of the event, may be charged. Depending on the nature of the event,~~ Public Safety expenses ~~may be charged based on the~~ Hamburg Township Code of Ordinances, Part II – Township Appendices or at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use Application approval process.

Flying, launching or otherwise operating any type of radio-controlled device, self-propelled rocket, kite or any other device in any area of a Township park that is not specifically designated for its use is strictly prohibited. Flight and radio-controlled related activities are welcome in the Manly Bennett RC Park located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with posted rules and regulations and will be subject to fines and penalties for violation as outlined in ~~Hamburg Township Parks Ordinance-Chapter 24 of the Hamburg Township Code of Ordinances.~~

Golf practice is strictly prohibited in any area of a Township park that is not specifically designated for its use.

Commented [DH2]: Or should I list the Hamburg Township Administrative Policies and Procedures?

Commented [DH3R2]: This question still holds since Purchasing Procedure has changed

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2.9 Inspection Requirements:

No Capital Improvements or changes shall be made to any parkland, or trails-facilities, trails or trailheads owned or operated by Hamburg Township, without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks Administrator who will forward the Recreation Board's recommendation to the Township Board. Improvements must comply with all Permit and Building Code requirements and, once approved, work must be completed by a licensed contractor or as otherwise approved by the Township Board/Park Administrator.

A certificate of insurance including General Liability and Worker's Compensation for the current policy year shall be provided to the Clerk's office for every contractor that is hired to perform any service on Hamburg Township premises and shall carry limits of liability as required by the Township Insurance carrier.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit, in compliance under Article 525 of the National Electric Code or successor code requirements for any activities conducted by the Applicant, its agents or employees.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must complete-submit a Tent Permit Application no less than 60 days/2 weeks prior to approved event. The applicant listed on the Park Use Application is responsible for the liability exposure from all vendors who participate in the approved event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit with the Hamburg Township Clerk a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices/Park Facility Use Fee Schedule, Appendix – C, or as determined by the Township Board.

The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. In the case of rental of the Senior/Community Center for an event, the deposit serves as both a damage and key deposit.

Applicant shall reimburse Hamburg Township for its "out-of-pocket" expenses in excess of the bond amount for items including but not limited to: Labor costs, trash disposal expenses and repair costs to facilities and/or grounds. Township staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Hamburg Township invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

2.11 Parklands Use Permit Sign Policy: (effective 10/5/21, updated 1/2/24)

The Hamburg Township park and recreation system affords residents and visitors with a higher quality of life standard. The benefits of a quality parks and recreation system include: Greater opportunities for a healthy lifestyle; Increased property values throughout the Township; Encouragement of economic development, which in turn, can further attract investment; Natural beauty; Environmental gains and benefits; Socializing and fun; and Sense of place and identity for the community. Hamburg Township parks afford all residents and visitors of Hamburg Township with the opportunity to participate and enjoy in the Township's parks and recreation facilities and to act as gathering spaces for community building.

This policy is included in the Parks and Recreation Policies and Procedures and is intended to allow specific

signage associated with the approved use of Township owned/operated parklands. The allowed signage will help Hamburg Township to better meet the needs of the community and public use of the parkland systems. The signage will help to better inform people of upcoming events and direct people to the event.

All signage placed on Township owned/operated property, must first be approved through the Hamburg Township Parks and Recreation application process. Only signage relating to, and in support of, an approved event on Hamburg Township owned/operated park/trail property, qualifies for this addendum. Must be requested at time of application, or no later than 60 days prior to event. Any other requests must comply with Hamburg Township Ordinance – Chapter 36, Article VII, Section 36-222.

Signage Regulations for Park Use Applications:

In addition to directional signage allowed during an event in Hamburg Township Parks and/or Trails, signs announcing the approved event are only allowed with an approved Park Use Application:

- 1) Temporary freestanding signs:
 - a. On the Township owned property where the event is located:
 - i. One 32 square foot sign; and
 - ii. Four 6 square foot signs, with one side 4' max in length.
 - b. On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):
 - i. One 32 square foot sign.
 - c. On other pre-approved events on Hamburg Township owned/operated park/trail property.
 - i. Provide site plan, size, and sign details in writing to the Park Coordinator during the Park Use Application approval process, no later than 60 days prior to event date.
- 2) Signage duration:
 - a. If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - b. If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - c. If the signs are not removed as required by the code the Township may remove the signage and may issue violations as outlined in Hamburg Township Code of Ordinances.
- 3) Directional signs shall be approved administratively for approved Park Use Applications and must pertain to Township owned or operated Park/Trail property only.
- 4) All signs shall be outside of the road right-of-way and at least 10 feet from a paved roadway or driveway.
- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated scheduled events. Violations or abuses of this rule may result in termination or denial of park use.
- 6) Any unapproved signage pertaining to an event that is not taking place on Township owned/operated Park/Trail property, will be removed and will be considered a Class E municipal civil infraction. Charges for violations or abuses of this rule can be found at: Hamburg Township Code of Ordinances, Chapter 1, Article II, Sec.1-45.

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) Description of the signs including a drawing showing the proposed signs and the sign dimensions; and
- 2) Map showing the location of the proposed signs.
- 3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

Livingston County Road Commission:

<https://livingstonroads.org/permit-office/>

State of Michigan (MDot):

<https://www.michigan.gov/mdot/business/permits/right-of-way-construction/governmental-signing>

Field Code Changed

This policy is intended to allow specific signage associated with the use of Township owned parks. The allowed signage will help the Hamburg Township to better meet the needs of the community and public use of the parks systems. The signage will help to better inform people of upcoming events and direct people to the event.

Signage Regulations:

In addition to directional signage the following signs announcing the approved event are **only allowed with the issuance of a parklands use permit:**

- 1) ~~Temporary freestanding signs:~~
 - a. ~~On the Township owned property where the event is located:~~
 - i. ~~One 32 square foot sign; and~~
 - ii. ~~Four 6 square foot signs, with one side 4' max in length.~~
 - b. ~~On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):~~
 - i. ~~One 32 square foot sign.~~
- 2) ~~Signage duration:~~
 - a. ~~If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.~~
 - b. ~~If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.~~
 - c. ~~If the signs are not removed as required by the code the Township may remove the signage.~~
- 3) ~~Directional signs shall be approved as a part of the Parks Use Permit and pertain only to Township owned or operated Park/Trail property.~~
- 4) ~~All signs shall be outside of the road right of way and at least 10 feet from a paved roadway or driveway.~~
- 5) ~~The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.~~

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) ~~Description of the signs including a drawing showing the proposed signs and the sign dimensions;~~
~~and~~
- 2) ~~Map showing the location of the proposed signs.~~

Any signs planned for the Road Right Of Way must be submitted to the jurisdiction that regulates and oversees those roads.

Livingston County Road Commission:

<http://www.livingstonroads.org/FAQ/FAQRow.aspx>

State of Michigan (MDot):

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2.12 Americans with Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

If you feel that you, or someone you know, has been discriminated against, or you have a recommendation for increasing accessibility of the Township services, programs and activities, please contact the ADA Coordinator at (810) 222-1124 to discuss these items further, or visit our website for more information: [https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_\(ada\)_information_center.php](https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_(ada)_information_center.php).

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3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the use of any park facility including the parks, trails, trailheads, sports fields, picnic areas or the Gazebo at Winkelhaus Park, the parklands shall provide documentation as outlined below. No use is allowed to anyone, other than the permit holder, during what is known by the Township as Blackout Dates.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website by way of a Park Use Event Calendar. Public Safety fees are charged in addition to any applicable park use fees, and are charged as outlined in Appendix B – Public Safety Fees, as determined by a Public Safety review.
here are four categories of Park user organizations as follows:

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3.1 Park Use Category #1:

Individual/Family Use/Small Group – Less than 250, no fees/charges:

Casual use by an individual, or family/families, and/or small groups is highly encouraged and generally requires no special action or permission. For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator. If an individual or family wishes to reserve the use of any park facility, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. Based on the nature of the event, a long form Park Use Application may be required, and fees and/or deposits, if any, shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C. This type of use is handled on a first-come-first-serve basis, only if no other use has been granted priority, and it is approved and scheduled administratively by the Parks Coordinator. A pre-application form must be submitted to the Parks Coordinator or Clerk for review prior to use, which can be found on the Township website.

Commented [DH4]: So we need to address fees and wondering if we want to start a resident and non-resident system. Have sent thoughts to Supervisor and Clerk under a separate document.

Think we may be limited by agreement with DNR to charge up to double for non-residents. But not sure what that means for Event use.

We need to have a discussion with DNR and figure out what is best moving forward for ease of scheduling and application.

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Outdoor facilities are available for public use during normal park hours. These facilities require no fees, however, donations for maintenance are accepted and appreciated. Donations receipts are available upon request. Outdoor facilities free for casual use include:

- Merrill Field Disc Golf Course AKA "The Gulch"
- Adult Workout Area
- Sand volleyball court
- Outdoor patio behind Senior/Community Center (open to public evenings and weekends)
- Pickleball court (open to public evenings and weekends)
- Hamburg Flyer's Field area, including rocket launch and/or sledding hill

- o Flying activities must be scheduled with Flyer's Club, Gene Doncea, E8d68@aol.com

For Municipal use, events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and/or their affiliates, a pre-application form must be submitted to the Parks Coordinator or Clerk for review. Should the use require additional information, a long form Park Use Application may be requested. Uses in this category will not be charged, unless the exposure warrants it, based on a determination by Public Safety.

Sports groups, in any size, are considered under Category #3.

3.2 *Park Use Category #2:*

Individual/Family Use/Small Group – Over 250, or with fees/charges

For uses in this category, a long form Park Use Application must be submitted to the Parks Coordinator. A complete list of all scheduled activities and events is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices, or as determined by the Township Board. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Should the event exceed 1,000 participants, the Public Safety Committee will set a Hazard Level for Public Safety Fees, and make their recommendation to the Township Board for final approval. For events under 1,000, the hazard level will be Low unless use is determined to have need of Public Safety personnel based on the type of event or past experience with the park user.

Non Profit group use. For any park facility or trail not otherwise reserved by permit or agreement, non profits may apply for use using the long form Park Use Application. Some groups may be granted priority consideration for their events by the Township, based on a mutually beneficial history they have with the Township. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period. At times competing organizations may wish to utilize the same facilities during the same time period. If it is determined that both competing events can be accommodated, both groups will comply with the reporting requirements as required by the Clerk's office.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes uses for Organized Sports such as Games, Practices and Tryouts. Fees for this use are outlined in the Park Facility Use Fee Schedule – Appendix C. Anything other than a game, practice or tryout shall require separate Park Use Application and review process and shall be considered a Park Use Category #4.

3.32 *Park Use Category #3:*

Partnering Sports Group Use – Seasonal/Flat Rate

▲ If a group provides approved services and/or improvements that are beneficial to the Township parklands and the residents that use them, they may be designated as a Partnering group. In the case of the sports fields, these clubs/organizations assist in the maintenance of the fields i.e.: chalking, striping, maintenance repairs, etc. In exchange, some clubs, organizations, and/or groups may be granted priority consideration and/or waiver or reduction of fees for their use of the facilities applied for. Uses under this category require a long form Park Use Application and are intended for Games, Practices and/or Tryouts. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period also

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known as a season.

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All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered a Park Use Category #4.

Non-Partnering Sports Group Use – Hourly Rate.

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For any parkland not otherwise reserved by permit or agreement by a partnering sports group, users may request reservation with a long form Park Use Application. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

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All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Upon review of the intended use, the Township may re-categorize a user group's application. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered under Park Use Category #4.

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Small Group/For-profit Business Use. For any park facility or trail not otherwise reserved by permit or agreement, a small group or for profit business may request reservation of a park facility, sports field, picnic area, or the gazebo at Winkelhaus Park, and a long form Park Use Application must be submitted to the Parks Administrator for approval. A complete list of all scheduled activities and events is maintained by the Park Administrator. Small groups and for profit businesses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes minor uses that would not otherwise be considered under Category #4 – Event Use. Upon review of the intended use, the Township may re-categorize an application submitted as a Category #3 to a Category #4. Fees are outlined in the Park Facility Use Fee Schedule – Appendix C.

3.45 Park Use Category #4:

Event Use – All Categories of Users

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and for events where the anticipated participants are over 250, a long form Park Use Application must be submitted to the Parks Coordinator or Clerk for review. Requests for fee waivers and signage must be made in writing at time of application, and approved by the Township Board. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires a review by the Parks and Recreation Committee and assignment of hazard level by Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Based on the use, the Board reserves the right to charge additional fees based upon the need for services beyond the scope of those routinely performed by Township staff or its vendors. An example of this would be a rubbish dumpster, or additional portable toilets.

All users requesting temporary event signage, for events held in the parklands or on the trails, must provide a sign plan with their Park Use Application which must list number of signs, size of signs, and the specific area they are planned for. See Section 2.11 for more information.

Event use. The Parks and Recreation Committee may from time to time propose a recreational event or series of events that it believes will be of interest to and beneficial for residents of the community. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board. If the event is approved by the Township Board, a motion will be made detailing a specific budget for that event, referencing the plan as proposed and naming a Township event liaison who will be assigned to work with the Park Administrator to manage the planning and execution of the event. The event liaison will provide status reports, amendments to the plan or budget, as well as an evaluative follow up report and final cost analysis. All attempts will be made to ensure that the proposed event will not conflict or otherwise hinder an existing event held by Township facilities or neighboring organizations. All revenues and expenditures whether cash or in-kind will be reported to Accounting for tax receipting and timely inclusion in Township financial records. Only Township employees and officials may make purchases pursuant to the Township Purchase Policy & Procedures. The event liaison will work directly with the Purchasing agent to coordinate any necessary purchases to be picked up by staff and distributed to the appropriate parties, and will assist with the preparation of an inventory of the items purchased for recovery after the event.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires review and recommendation by the Parks and Recreation Committee and Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day long art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Additional requirements needed for Board approval of these types of request may be set individually by the Board. Upon approval of the Park Use application, deposits and/or fees for field use shall be charged as outlined in Park Facility Use Fee Schedule Appendix C. Based on the use, the Board reserves the right to charge additional fees based upon the need for the Township to provide Public Safety, grounds maintenance, trash removal, etc. beyond those services routinely performed by the Township in that area of the Park.

Commented [DH5]: Resident vs Non-resident here? Only open to residents? What do we want to do?

Senior Center use is only residents or resident businesses or non-profits.

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4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information, upon request
- ~~Proof of Non-Profit status, if applicable~~ Plans and receipts for all pre-approved improvements and in-kind donations

Each of these is more fully described below.

4.1 Insurance and Risk Management:

There are three levels of risk that will be managed by the Clerk's Office ~~as relates to organizational use of Township property~~, namely:

1. ~~Organizational indemnification/hold harmless~~
2. ~~General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix B.~~
3. ~~Special Events coverage and additional indemnifications including, but not limited to, copies of any 3rd party contracts.~~

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It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management. All organizations, small businesses, and non-profits must provide proof of insurance in limits as outlined the Insurance Requirements (Appendix). Property coverage is required for users who store their private property on Township grounds, and keys/codes made available to the Park Administrator for any secured buildings. It is also understood that private property left on the premises is available for use by Township staff and/or other parkland users.

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Any approved permanent structures, or personal property that is left unattended/unclaimed on Township grounds, becomes the property of Hamburg Township and may be disposed of at any time. Flat rate rental fees for storage buildings on Township premises will be negotiated on a case by case basis. It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management

Also, ~~as regards potential liability claims~~ it is important that the Organization periodically inspect the premises that it has authorization to use, note areas of potential liability and submit a record of that notation to the Park Administrator.

4.2 Public Health and Safety:

Organizations utilizing Township properties ~~need to~~must have ~~in place~~ policies and procedures relating to the performance of background checks for persons working with program participants.

Sports related Organizations need to ~~have in place policies and procedures~~ complying with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012. The minimal requirements are outlined in Appendix A.

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4.3 Proof of Non-Profit Status:

Organizations requesting use at the non-profit rate, may be required to ~~must~~ provide proof of Non-Profit status. The Township Board may also request Proof of tax filings on an annual basis.

Commented [DH6]: Think we may be able to eliminate this

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5.0 PARK USE FEE STRUCTURE

All fees for use of the Township ~~Park and recreational facilities~~parklands ~~are~~will be established by the Township Board, and shall be outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices, or as determined by the Township Board~~Park Facility Use Fee Schedule, Appendix C.~~ Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. ~~(will eventually reference the Hamburg Township Administrative Fee Schedule)~~

~~Sports Group Organizations who are granted use of a sports field, must submit a participant roster to the Township Clerk reflecting participant residency which shall include. Roster shall include: Participant's Name, Address, and Township of residence.~~

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~~Invoices shall be generated from the participant roster using the rates as outlined in the Park Facility Use Fee Schedule – Appendix C. If rosters are not submitted in a timely manner, Hamburg Township may invoice the user group a flat rate charged based on prior invoices/rosters or estimated participant numbers. Payment is due within 30 days of receipt of the invoice. An organization with delinquent fees shall not be approved for field usage until all past due balances owed the Township are paid in full. (Do we need to add language here that if the fees are waived we track that internally? That is what I do now with Accounting.)~~

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~~Approved Park Users will be responsible for cleaning up after their activities and providing dumpsters and/or portable toilets for uses over and above regular seasonal use. All papers and trash are to be placed in the proper receptacles. The park facility is to be returned to the same condition it was found following event completion.~~ Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

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No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise,

offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board by way of a board motion. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the ~~Township Clerk~~Park Administrator prior to the scheduled event.

Reservations/approvals for any event (sports or special) are not transferable and there is absolutely no sub-letting allowed. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff ~~is to maintain~~s a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use and maintenance. This schedule is made available to the public via the Township website.

In addition to general scheduling information provided in the ~~pre-application or~~ Park Use ~~Request form~~Application, the applicant shall provide ~~specific dates and times for which the facility in question is being requested along with supporting required documents such as a current Certificate of Insurance with the Township listed as an additional insured documents. This information shall be provided to the Park Administrator~~ in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, other uses may be limited in those areas. The organizations ~~s~~ that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time. The Parks Coordinator will advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

7.0 SCHEDULING OF SENIOR/COMMUNITY CENTER BUILDING

Community Center (use allowed after 4 p.m. weekdays, and on weekends):

- Individual or member of applying organization must be a Hamburg Township resident.
- All uses require an application and must comply with the Rules & Regulations.
- Key assignments are made by the Parks & Recreation Department.
- Damage/Cleaning fees will be charged to user groups who don't leave building as they found it.

Non-Profit Annual Rates (Proof of Non-Profit status required):

Up to 3-hour block/up to 2 times per month:

Non-Refundable flat rate, paid in advance: \$120.00

Non-Profit Daily Rates (includes annual users who require more than 2 days per month):

Up to 3-hour block/per use

Non-Refundable daily charge, paid in advance: \$10.00 each use

For-Profit Rates:

Up to 3-hour block/per use

Non-Refundable daily charge, paid in advance: \$25.00

Additional hours for same day use shall be charged at \$10.00 per hour

Events (Showers/Parties) Rates:

4-hour block minimum/per use

Non-Refundable daily charge, paid in advance: \$35.00 per hour

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Refundable deposit/per use, paid in advance: \$250.00
Additional hours for same day use shall be charged at \$35.00 per hour
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Appendix A

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Background Checks

1. **PURPOSE**
To provide a safe environment for all persons, groups or entities utilizing property owned by Hamburg Township.
2. **SCOPE**
To identify who shall be required to have a background check and provide the minimum standards for background investigations.
 - A. Any adult who provides direction, coaching, counseling, managing or other positions of authority; involved in organized events using the Township park and recreational facilities.
 1. Includes volunteers, paid positions, temporary positions, sporting clinics providers and all Officers/Board Members of organized groups.
 - B. Each shall be required to complete a criminal record background check offered by the Michigan State Police; Internet Criminal History Access Tool (ICHAT). www.michigan.gov/ichat
 1. Other criminal background check services that meet or exceed the standards of ICHAT may be accepted by Hamburg Township Clerk after consultation with the Chief of Police.
 2. Each shall have a cursory review of the Michigan Public Sex Offender Registry at the following address: www.mipsor.state.mi.us
3. **GENERAL REQUIREMENTS**
Each group or organization shall identify a board member or officer responsible for the reporting requirements;
 - A. Required background checks shall be conducted annually, prior to the start of a new season/event, and prior to the addition of an adult at any time amid their season of activity.
 - B. Records shall be retained by the organization/group for a period of no less than three (3) years following the completion of their season/year.
 - C. Any records shall immediately be made available to the Hamburg Township Clerk upon request.

Michigan Sports Concussion Law, Act 342 & 343 of PA of 2012

1. **PURPOSE**
To comply with Act 342 & 343 PA of 2012, Michigan Sports Concussion Law.
2. **SCOPE**
A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.

3. **GENERAL REQUIREMENTS**
The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
<http://www.cdc.gov/headsup/youthsports/training/index.html>
<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement https://www.michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf (http://michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf) acknowledging receipt of the information for the organizing entity to keep on record until the child's 18th birthday.

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The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance https://www.michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf (http://michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf) from an appropriate health professional before he or she can return to physical activity.

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Appendix B – Public Safety Fees

<u>Hazard Category</u>	<u>Public Safety Fee</u>	<u>Personnel Provided</u>
<u>Low Hazard</u>	<u>No Public Safety Fee Required.</u>	
<u>Medium Hazard</u>	<u>Full Day: \$800 per day</u> <u>Half Day: \$400 per day</u>	<u>2 Public Safety Personnel</u>
<u>High Hazard</u>	<u>Full Day: \$1,600 per day</u> <u>Half Day: \$800 per day</u>	<u>4 Public Safety Personnel</u>
<u>Special Use</u>	<u>Actual salary costs for all</u> <u>Public Safety personnel who</u> <u>are not working a regularly-</u> <u>scheduled shift</u>	<u>Determined by Director of</u> <u>Public Safety in consultation</u> <u>with Parks & Rec Director and</u> <u>event organizers.</u>

The Director of Public Safety, or designee, shall assign an event Hazard Category for each Park Use Application. As a general policy, a Hazard Category will be assigned based upon the total number of participants/spectators/guests anticipated during the event as follows:

<u>Low Hazard:</u>	<u>Less than 1000 people</u>
<u>Medium Hazard:</u>	<u>1000 – 2500 people</u>
<u>High Hazard:</u>	<u>2501 – 5000 people</u>
<u>Special Use:</u>	<u>Over 5000 people</u>

The Director of Public Safety, or designee, may increase or decrease the Hazard Category regardless of the size of the event based upon the following considerations:

1. Whether the applicant is requesting entire use of Manly Bennett Park (both East Park and West Park)
2. Whether both sides of the park will be used, even if not requested by the applicant, due to parking overflow
3. The nature of the event (i.e., sporting event, concert, community event, running/bike race)
4. Whether the applicant is asking the Township Board to authorized special requests (i.e., alcohol service, fireworks, amusement rides)
5. Whether the applicant will be charging an admission fee or parking fee which may impact foot and vehicular traffic flow
6. The number of volunteers, if any, that the applicant will be providing for the event and the level of training for these volunteers
7. Prior interactions with the applicant during previous events held at Manly Bennett Park indicating the level of organization of the applicant

Additional Information:

- Half Day is 6 hours or less. Full Day is more than 6 hours.
- The Township Board may waive or reduce public safety fees by special request of the event organizers.
- All event applications, no matter the size of the event, must start with a Park Use Application submittal to the Parks & Recreation Department.

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PART II TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE ~~2021—2022~~¹

ARTICLE I. IN GENERAL

Wondering if we should say something here about FOIA and following the standards? Just reference the law? We could possibly do the same here for Dog licenses through the County?

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

Sec. 1-20. Department of parks and recreation.

Department	Fee	Frequency	Comments
Parkland Sports— Partnering Group/Non-Profit —Resident	\$5.00 Seasonal Flat rate negotiated at time of application based on type of sport and fields required	Per person/per season Per Season	Use must be scheduled by 3/31 each year. After 4/1 calendar opens to public.
Parkland Sports— Partnering Group/Non-profit —Non-Resident	\$10.00 2 x the Seasonal Flat rate negotiated for the resident group/non-profit	Per person/per season Per Season	Use must be scheduled by 3/31 each year. After 4/1 calendar opens to public.
Parkland Sports— All others Hourly rate	\$25.00	2-hour block	Use must be scheduled

¹Editor's note(s) —Printed herein is the Appendix of the Hamburg Township, Ordinance of 7-1-2021, as adopted by the Township of Hamburg on July 1, 2021. Amendments to the ordinance are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original ordinance. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

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Commented [DH1]: Still coming up with a recommendation for Park Fees and how to move forward with scheduling. A seasonal flat rate negotiated with each user may be the way to go, but each user requires a different amount of fields and dates.

Also, the requirements for MDNR as relates to fees has language we agree to when we sign for grant funding that limits fees for non-residents to 2x the amount charged to residents. It is unclear how this affects group use/events.

From page 4 of the most recent MDNR Agreement for the West Park Improvements:

e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

It might be prudent to obtain a written explanation from the MDNR on fees and the process we need to follow to establish them, or who we send our final park fees to for approval.

Average fees paid per season/per sport:

Soccer – \$2,000 per season
Baseball - \$2,000 per season
Football - \$1,000 per season
Flyers RC - \$315 per season

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Event Use— Partnering Group <u>Resident</u> —Low Hazard	\$250.00 <u>375.00</u>	Per day/per area	Use must be scheduled
Event Use— All others <u>Non-resident</u> —Low Hazard	\$750.00	Per day/per area	See police for public safety charges
Event Use— Partnering Group <u>Resident</u> —Medium Hazard	\$500.00 <u>\$750.00</u>	Per day/per area	See police for public safety charges
Event Use— All others <u>Non-resident</u> —Medium Hazard	\$1,500.00	Per day/per area	See police for public safety charges
Event Use— Partnering Group <u>Resident</u> —High Hazard	\$1,000.00 <u>\$1,250.00</u>	Per day/per area	See police for public safety charges
Event Use— All others <u>Non-resident</u> —High Hazard	\$2,500.00	Per day/per area	See police for public safety charges
Merrill Field Golf Course <u>Disc Golf, Adult Workout & Pickleball</u> —Suggested Donation	\$2.00	Per game	Suggested cash donation
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$100.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

See parklands and community center use fee schedule for details—App. 1.

Sec. 1-21. Public safety (police and fire for events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	—	Per application/event	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$600.00 <u>800.00</u>	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$300.00 <u>400.00</u>	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds

Public Safety—High Hazard	\$1,200.00 <u>1,600.00</u>	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$600.00 <u>800.00</u>	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs <u>of staff who aren't working a regularly scheduled shift</u>		To be calculated by public safety director <u>in consultation with Parks & Recreation Director and event organizers</u>

See public safety fee chart as referenced by parklands and community center fee schedule—App. 1.

Sec. 1-22. Senior center.

Department	Fee	Frequency
Membership fee— 50-55 and up	\$5.00	Annual
Membership newsletter <u>(physical copy only)</u>	\$15.00	Annual
Other fees		
Coffee	\$0.50	Per cup
Bottled water	\$1.00	Per bottle
Euchre/pinochle games	\$1.00	Per table of 4
Bingo	\$0.10 <u>2.50</u>	Per bingo card <u>Flat Rate</u>

Sec. 1-23. Community center (parks and recreation – **Resident Use Only**).

Department	Fee	Frequency	Comments
Monthly Room Rental Meetings - Pre-book Annual —Non-profits/Homeowner Associations— Annual Flat Rate	\$120.00	Non-refundable	Use must be scheduled, <u>pre-book rates allows use up to 2x per month</u>
Meetings - Hourly Room Rental	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses can be rescheduled with Parks
Business Use - Hourly Room Rental	\$25.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses can be rescheduled with Parks

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Event Use - Hourly Room Rental— All others—3-hour block/per-use 4 hour minimum	\$25.00 <u>\$50.00 each hour for first 4 hours (\$200.00), \$35.00 per hour thereafter (same day)</u>	Invoiced through Parks — <u>requires a \$250.00 refundable damage deposit</u>	Use must be scheduled, <u>minimum of 4 hours</u>
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$300.00	When misplaced	May warrant Re-key charge
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

See parklands and community center use fee schedule for details—App. 1.

Sec. 1-24. Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds
Permit Fees—Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$250.00	1,001-20,000 lbs; 101-6,000 cu. ft; 331-990 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges

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Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees—Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems—Alterations	\$35.00	—	Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees—Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees—Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re-inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges
Permit Fees—Re-inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	—	Free of charge	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Court Ordered Preliminary Breath Tests—Resident	\$5.00	Per test	
Court Ordered Preliminary Breath Tests—Non-Resident	\$10.00	Per test	
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual	\$ 50.00	Annual	
P.B.T.—Resident	\$ 5.00	Per test	
P.B.T.—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Civil infraction penalties as listed in the Municipal Civil Infraction Ordinance No. 71A in Sec. 1-45 (b) – Sanctions for Violations			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

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Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in the Wastewater Treatment and Administration Ordinance No. 69H.

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$155.50 \$163.30 per REU/per quarter
REU Review Application	\$200.00 per application

Rates and charges for sewer districts in the system are listed in the table of unit factors, included as App. 5. Sewer connection tap fees & usage rates (O&M) are adopted annually by Township Board resolution.

Sec. 1-27. Township Clerk.

Notary Services	Free of charge	
Voter Information on Electronic Media	Free of charge	
Copy of Available Meeting Minutes Via Email	Free of charge	
Paper Copies	\$0.25 per page	See Township Treasurer

Sec. 1-28. Freedom of Information Act (FOIA).

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines—App. 2.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White	\$0.02 per page	Cannot exceed \$0.10 per FOIA
Paper Copies—Color	\$0.07 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-29. Township treasurer.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80%	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Complete List of Tax Records	—	—
Copies:	—	—
Photocopies	\$0.25	Per page
Taxes Printscreen Per Page	—	—

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Duplicate Tax Bill	—	—
Printing Fee for Duplicate Tax Bill at Counter	—	—
Copy of Maps—Township, Precinct	\$7.00 <u>\$7.50</u>	Large
Copy of Maps—Township, Precinct	\$5.00	Small
Animal licenses (<u>Pricing is set by County, may be updated at any time per county</u>)		
<u>Spayed or Neutered</u>	\$25.00	One Three year per county
<u>Non-Spayed or Neutered</u>	\$60.00	Three years per county
<u>Puppies</u>	\$10.00	One year per county/ spayed or neutered
<u>With 3-year rabies vaccine also spayed or neutered</u>	\$25.00	Three years per county <u>consistent with rabies vaccine expiration</u> / spayed or neutered
Administrative Fees		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (<u>may be waived at discretion of Twp</u>)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

Sec. 1-30. Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

Sec. 1-31. Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines (article II of this chapter).

Sec. 1-32. Planning and zoning department.

See fee schedule—approved by Township Board January 4, 2011—article III of this appendix.

Sec. 1-33. Cemetery and mausoleum.

See fee schedule included in Ordinance No. 32D—approved by Township Board March 20, 2018—article IV of this appendix.

Sec. 1-34. All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

Sec. 1-35. ~~Appendix C parklands community center and safety fee schedule.~~

~~(a) Parklands.~~

~~(1) Recognized sports groups; regular seasonal use.~~

~~a. Per participant fee, charged per season:~~

~~1. \$5.00 resident.~~

~~2. \$10.00 nonresident.~~

~~b. Regular seasonal uses include user group sponsored games, practices and tryouts. All other uses fall shall be considered special use.~~

~~c. In-kind donations which are considered capital improvements, and are and approved prior to expenditure, may be used to offset fees for use by recognized user groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.~~

~~d. The Township Board may supersede this fee schedule by stipulating alternate fees or waiving them in their entirety.~~

~~(2) Non-recognized user group/for-profit business; regular seasonal use.~~

~~a. Flat rate per field: \$25.00 per two-hour use. (Use must not conflict with regular seasonal use or blackout dates).~~

~~b. Field use will be handled on a first-come-first-serve basis. The recognized users will be granted an early bird scheduling window, of no less than six weeks before the season start. All other users will be granted access to calendar two weeks prior to season start.~~

~~(3) Special use (requires public safety fees).~~ For all special events or uses, fees may be set at the daily field rates as outlined below, or a fee as otherwise determined by the Township Board. Waivers of fees, including those for public safety, may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the board and can be used to offset regular seasonal use fees for recognized user groups. Charge for sports field per day/per area, half-days will be charged 50 percent of rates shown: (See parklands and community center use fee schedule document section 1-35 for details.)

Low Hazard	
— Recognized User Group	\$250.00
— Non-Partnering User Group	\$750.00
Medium Hazard	
— Recognized User Group	\$500.00
— Non-Partnering User Group	\$1,500.00
Large Hazard	
— Recognized User Group	\$1,000.00
— Non-Partnering User Group	\$2,500.00

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- ~~a. Township Board will determine the hazard category/rates after consultation with the event organizers. All events must go through a public safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the public safety fee chart (attached).~~
- ~~b. Tournaments require proof of event liability and medical payments for all participants and must name Hamburg Township as additional insured.~~
- ~~c. A \$500.00 nonrefundable hold the date deposit is required for all special use applications, in addition to applicable restoration, clean up and damage bond amounts (see below). The hold the date deposit is due upon approval of the park use application for the event and shall be applied towards the applicant's total calculated fee for park use. This deposit will be applied towards the applicant's invoice or retained in the case of a cancellation of the event. Additional charges may be imposed for services provided such as trash removal, portable toilets, etc.~~
- ~~d. The Township Board reserves the right to waive or reduce deposit or reimburse any unused portion of the deposit to the applicant. In-kind donations which are considered capital improvements, and are and approved prior to expenditure, may be used to offset fees for use by recognized user groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.~~

~~(4) Merrill Field disc golf course.~~

- ~~a. Informal/individual use: A fee of \$2.00 per person, per game, is required and shall be remitted in the cash receptacle provided at the entrance of the course.~~
- ~~b. Group/league/organization use: Groups will apply for regular league play on an annual park use application, with a list of dates that the games will be occurring. Group will collect and remit \$2.00 per person, per game to the Township. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the board.~~

~~(5) Restoration, clean up and damage bonds.~~

- ~~a. For use of the Gazebo at Winkelhaus Park: \$100.00 per use.~~
- ~~b. For use of any playing field, for use other than what it is intended for: \$1,000.00 per field.~~
- ~~c. Based on the type of event proposed by the applicant, the Township Board may require the applicant to pay a bond in an amount other than what is described here. The Township Board reserves the right to waive bonds at their discretion.~~
- ~~d. All restoration, clean up and damage bonds must be in the form of cash or certified check shall be returned only after it is determined that the applicant has fully performed the restoration and clean up of the premises to the pre-event or better condition as outlined in the Parks and Recreation Administrative Policies and Procedures Manual.~~
- ~~e. Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.~~

~~(6) Community center (use allowed after 4:00 p.m. weekdays, and on weekends). Individual or member of applying organization must be a Hamburg Township resident. All uses require an application and must comply with the rules and regulations. Key assignments are made by the Parks and Recreation Department. Damage/cleaning fees will be charged to user groups who don't leave building as they found it.~~

- ~~a. Non-profit annual rates (proof of non-profit status required):~~
 - ~~1. Three hour blocks/up to two times per month.~~

2. ~~Non-refundable flat rate, paid in advance: \$120.00.~~
- b. ~~Non-profit additional days of use:~~
1. ~~Three-hour block/per use.~~
2. ~~Non-refundable daily charge, paid in advance: \$10.00 each use.~~
- c. ~~For-profit rates:~~
1. ~~Three-hour block/per use.~~
2. ~~Non-refundable daily charge, paid in advance: \$25.00.~~
- ~~Additional hours for same day use shall be charged at \$10.00 per hour.~~
- d. ~~Unsecured or damaged building charges:~~
1. ~~First incident: Up to \$75.00.~~
2. ~~Second incident: Up to \$150.00.~~
3. ~~Third incident: Use of facility will be revoked.~~
- e. ~~Key replacement charges:~~
1. ~~\$100.00 for key fob.~~
2. ~~\$300.00 for re-key of facility.~~

(7) ~~Public safety fee chart as referenced. Appendix C parklands, community center and public safety fee schedule.~~

<i>Event Category</i>	<i>Event Size/Hazard Description</i>	<i>Public Safety Fee</i>	<i>Personnel Provided</i>
Low-Hazard	Less than 1,000, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	No public safety fee required (unless use is determined to have need of personnel based on type of event).	
Medium-Hazard	1001—2500, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$600.00 per day; half day: \$300.00 per day	2 public safety personnel
High-Hazard	2501—5000, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$1,200.00 per day; half day: \$600.00 per day	4 public safety personnel
Special Use	Over 5,000, must be proposed and permitted through special approval process through	Actual salary costs for all public safety personnel (police and fire) not working a	Public safety administration (in consultation with the event organizers and Parks and Recreation

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	Township Board, may require further permits and specialty insurance	regularly scheduled shift	Director) determine the public safety needs for the event
--	--------------------------------------------------------------------------------	--------------------------------------	----------------------------------------------------------------------

- ~~a. All new event applications/uses require review by public safety personnel.~~
- ~~b. Half day is six hours or less, full day is more than six hours.~~
- ~~c. The Township Board may waive or reduce required public safety fees by special request of the event organizers.~~
- ~~d. All event applications, no matter the size, must start with a park use application submittal with the Parks and Recreation Department.~~

Commented [DH2]: This is all duplicate information, fees outlined in 1-20

Secs. 1-36—1-58. Reserved.

ARTICLE III. HAMBURG TOWNSHIP FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES

Sec. 1-59. Preamble; statement of principles.

- ~~(a) It is the policy of Hamburg Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.~~
- ~~(b) The Township's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair, and even handed manner regardless of who makes such a request.~~
- ~~(c) The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.~~
- ~~(d) Hamburg Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. It is the policy of Hamburg Township to process all requests for public records in full compliance with Public Act No. 442 of 1976, as amended, (MCL 15.231 et seq.), also known as the Michigan Freedom of Information Act.~~
- ~~(e) The Township Board has established the following written procedures and guidelines to implement the FOIA and has created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.~~

Sec. 1-60. General policies.

- ~~(a) The Township Board, acting pursuant to the authority at MCL 15.236, designates a FOIA Coordinator for public safety (police and fire records) and a FOIA Coordinator for all other general Township records. An FOIA Coordinator is authorized to designate other Township staff to act on their behalf to accept and process written requests for the Township's public records and approve denials. The FOIA Coordinator for public~~

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(Supp. No. 1)



Hamburg Township Parks & Recreation

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

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – January 2024

Parks:

The Bennett Park & Water Trail Access Improvements deadline for grant TF22-0107 is August 31, 2025. Spicer Group has been hired as Prime Professional, which is required by the terms of the agreement signed with the MDNR. This is a reimbursement grant, so all reporting documents will be maintained and submitted by the Parks Department. The Hamburg Garden Club will be providing volunteer assistance for the garden elements outlined in the project scope. We have also had residents express interest in placing benches/trees within the project through the Commemorative Bench and Tree program.

I would like to revisit discussions for the Park Policy and Fee Schedule, a draft of which has been included in the packet for discussion. I hope to have the final changes completed by January in order to know exactly how we will be moving forward with charges and how it will impact scheduling/billing software, if any. This also impacts Goals and Objectives for the upcoming FY.

I have started the document archive project for all Park related documents, which I anticipate will take some time to complete. I hope to have all documents scanned into our record management system by the end of the 24/25 FY.

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates. The February Parks meeting has been changed to February 20, 2024 at 3 PM.

ADA

Inspections of completed ADA Transition Plan items have been delayed. Several projects have been completed, and I am working on updating the Transition Plan now.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year.

Grants:

The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is pending.

The 2023 LEO/MI Community Center Grant is pending.

A CAP Grant will be submitted through MMRMA for partial reimbursement of eligible expenses for the CPSI Training/Testing in the amount of \$552.26.

Ordinances

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

Ordinances can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Create Counter “Cheat Sheets” for all Township Coordinator functions
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Administrative Fee Schedule changes have been presented and are awaiting approval
- Parks Policy and Procedures have been presented and are awaiting approval
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Donation capability/QR codes is pending with Treasury/Accounting
- Complete ADA Coordinator Certification by end of 2024
- Investigate possibility of shared Music/Movie licensing with Library



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Blackout (Bold)/Event activity dates for 2024

Hi-lite has event two areas - No other uses allowed on Blackout Dates
unless approved by Township. List is over and above regular use.

East Park

May 11, 2024	PHBSA Opening Day Event (Unconfirmed/Anticipated)
June 8-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 12-16, 2024	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Total Participants

West Park

May 3-5, 2024	Smartwater Tournament – 750 Total Participants
May 10-12, 2024	MI Jaguar FC Soccer Tournament – 1,000 Total Participants
June 12-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 14-15, 2024	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 16-18, 2024	PowerAde Tournament – 2,500 Total Participants
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg

Lakelands Trail

Winkelhaus Park

Memorial Day Annually Parade in Village of Hamburg

Projects

- West Park Grant Improvements – Pending
- Huron River Water Access Improvements - Pending
- Parking Lot Improvements - Pending

For Complete Park Use Schedule go to:

https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php

2023 Year in Review

In 2022, the Senior Center continued to grow and thrive and find a rhythm of a new normal. We continue to provide services to the seniors in our community through these different modules: health, wellness, and educational, social, resources, meals, and transportation.

Attendance: The Senior Center has shown continued growth. We added 370 new members in 2023 and the Daily Average was 114.

Activities: We continue to offer exercise programs, educational programs, games, art, congregate meals, luncheons, social, and music activities.

Health and Wellness and Educational Programs:

- COVID vaccination clinic
- Flu vaccination clinic
- Cooking Demonstrations with Pampered Chef
- Medicare/Medicaid Counseling
- Alzheimer Educational Programs with the National Alzheimer Association
- Caregiver Support
- Foot care appointments with a certified foot care nurse
- Exercise and Yoga Classes
- Outdoor decorations continued to lift the spirits of our members and community.
- Massage Therapy with a certified massage therapist
- Healthy Body Series with Plymouth Physical Therapy Specialists
- Manicures with a certified nail technician
- 2U Vision mobile eye glass store
- Chair Volleyball
- Line Dancing
- Meditation Seminar
- Sign Language
- Wood Carving
- Hamburg Township Police Educational Series (Identity Theft, Gift Card Scams, and Check Washing)
- Educational programming with the National Alzheimer Association
- Tech Help with Kensington Woods Students
- Edward Jones Financial Education Series
- Law Information Presentations
- Elder Abuse Presentation

Social Activities:

- Summer BBQs on the patio
- Monthly Luncheons
- Pickleball
- Birthday Lunches for member and guest
- Senior Center Bus Outings (i.e., Lunch Bunch, Henry Ford, Frankenmuth, Lavendar Farms, and DIA)
- Movies at the Senior Center
- Veterans Luncheon
- Kiwanis Luncheon
- Variety Shows through Hartland Senior Center
- Added an additional charter tour company for trip variety.
- Music Makers
- Dominos
- Rummikub
- Christmas Social and Sing-along with optional Gift Exchange
- Cake Decorating Class
- Book Club
- Puzzle Competition with local senior centers
- Spelling Bee with local senior centers
- Hamburg Trivia
- Hamburg History Bus Tour
- Flying Solo, a Widows Friendship Group

Virtual Activities:

- Zoom Exercise Classes
- Zoom Yoga Classes

Resources:

- With the support of the Livingston County Health Department, the senior center was able to be a resource to seniors in our community through information and free COVID testing kits.
- Appointments with a Resource Advocate.
- Medical supplies were available to loan to our members as well as anyone in the community.
- Members could continue to come into the building to check out books, puzzles, and magazines.

Meals:

- Bi-weekly Summer Barbeques on the patio.
- Congregate Meals through Senior Nutrition Program offered.
- Boomers meals added three times per week.
- Themed monthly lunches (i.e., Margaritaville, County Western, 50's Sock Hop, Kentucky Derby, and Mother's Day Tea.)

Transportation:

- The Senior Center Bus provided by LETS ran five days per week. Transportation was used for medical appointments, grocery shopping, and trips to the Senior Center. The bus had a yearly average of 16 rides per day.

Members:

- Currently 1435 members!!
- The Veterans Wall of Honor continues to grow.
- The Senior Center continues to grow the current volunteer program with members staffing the front desk both am and pm, kitchen staff volunteer, card making volunteers, and volunteers to assist with congregate meal packing.

Newsletter:

- The Senior Center continues to use MailerLite to distribute weekly email updates.
- Emails are sent to 1040 members.
- Full Color Monthly printed newsletter continues to be available at the Senior Center.
- 75 Newsletters are mailed to members.

Building:

- New Flooring installed throughout building.
- New Drinking Fountain/Water Bottle Filling Station installed.
- Two ADA Compliant Automatic Doors to the patio.
- Benches replaced by front door.
- A large pool table removed donated to local family.
- New round rolling tables purchased for activities.
- New 85" TV purchased for movies, presentations, and Bingo.
- Access to new offsite storage facility.
- Third pickleball court construction completed.
- Two new portable wall partitions purchased.
- New arm and armless chairs purchased.
- Men's urinals were replaced with automatic flushing.
- New shelving purchased for puzzle organization.
- Another hand truck for chairs was purchased.

Senior Advisory Board:

- We welcome Larry France as the newest member of our Senior Advisory Board and thank Pat Kolasinski for her years of service to the board.
- The Senior Center By-Laws were changed to increase the number of permanent members and eliminate alternate board members.

Fundraising:

- We held our two fundraisers in 2023. The Rummage Sale and Holiday Bazaar. We raised a total of \$5868 - our highest year yet.

Grants:

- The Senior Center received \$69,000 In ARPA grants funds from Livingston County. The funds were used to replace the flooring, purchase new chairs, install ADA compliant automatic doors to the patio, and purchase new wall partitions for greater program flexibility.
- The Senior Center was awarded a Spring Grant from the Livingston County Consortium on Aging to replace the existing water fountain with a ADA compliant fountain/water bottle filling station.
- The Senior Center was awarded a Fall Grant from the Livingston County Consortium on Aging to replace the existing range.



Hamburg Township Parks & Recreation

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www.hamburg.mi.us

Memorandum

Date: January 19, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Michigan Jaguars Invitational Tournament - Request for 100% Use West Park
Blackout dates: May 10-12, 2024 – 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 1,000-1,500 attendees at any given time. The proposed crowd size does require a review by Public Safety, and in the past this event has received a Low Hazard rating. It was rated a medium last year due to a new coordinator being on board, but the long-standing coordinator is back for this event.

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: 2024 Michigan Jaguars FC Spring Tournament

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

Applicant Name: Annalisa Van Houten

Date(s) of Event: May 10-12, 2024 Time(s) of Event: Friday noon til 9pm, Sat 7am til 9p

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

Applicant City: Novi State: MI Zip: 48375

Contact Person (present during use): Annalisa Van Houten

Contact's Affiliation with Applicant: Tournament Director

Contact's Phone: 2486130729 Contact's E-Mail: avanhouten20@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: Will provide once I receive from state soccer office **Renewal (Pending)**

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

Policy #: _____ Expiration Date: **Sept 1**

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: Soccer tournament

Total Number of participants/spectators/guests anticipated during event: 1000

Average of participants/spectators/guests anticipated at any given time: 1000-1500

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

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

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

Number of Volunteers: 15-20 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Field 1 on opposite
side of parking lot

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: _____
food 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 for medics and site coordinators and parking attendants

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: fields cut and lined - Smartwater

may 3-5, 2024 - suggest coordinating tournament striping with them.

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

Sammi Corcoran (734) 649-5034

scorcoran@legacycentermi.com

They use as "in-kind" to offset fees.

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:

Using 10-12 soccer fields throughout the park. Will have food and clothing vendors onsite

Vendors require a Tent Permit Application & inspection process.

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: adv

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 compliance³ 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: adv

Applicant's Signature: Annalisa Van Houten Date: 1/15/24

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 1/19/24

For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one)






Approved



Denied

Hamburg Township Representative: _____

 Reply  Reply All  Forward

DH

Deby Henneman

Beth Walling

RE: Reserving West Bennett Hamburg Park May 10-12, 2024

Hi Beth:

I apologize if I didn't get back to you, and I am just lining up some other events for 2024 and found this in my email. I have it in my so yes, please, send your application to me anytime this month. I am trying to get a jumpstart on January's packet since I anticipated

Hope you have a good holiday, and please let me know if you need anything else from me at this time. Have you penciled in for the

Best,

Deby Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances
(810) 222-1124

From: Beth Walling <beth.walling@michiganjaguarsfc.com>
Sent: Monday, September 25, 2023 3:09 PM
To: Deby Henneman <dhenneman@hamburg.mi.us>
Subject: Reserving West Bennett Hamburg Park May 10-12, 2024

Hi Deby!

I hope you are doing well. I am just emailing to see if the Michigan **Jaguars** can reserve West Bennett Park May 10-12, 2024. I know that I am inquiring much earlier than years past, but if I can confirm fields early, then I am hoping we can let go of another need to complete all of the paperwork to actually utilize the fields themselves). Please let me know!

Thank you for your time.



Beth Walling
Michigan **Jaguars** FC

248-870-9072
www.michiganjaguarsfc.com

12/1/2023



/ mind that you are always here for Mother's Day weekend,
te it might be a bit busy early on next year.

ie blackout in the meantime.

location that may not be needed. (I understand that I will still



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/14/2023

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).

PRODUCER USI Insurance Services NW 601 Union Street, Suite 1000 Seattle, WA 98101	CONTACT NAME:		
	PHONE (A/C, No, Ext):	206-441-6300	FAX (A/C, No):
INSURED Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth MI 48170	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest National Insurance Company		10120
	INSURER B : QBE Insurance Corporation		39217
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 72995906

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SI8GL01851-221	9/1/2022	9/1/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$1,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 Participant Legal Liabi \$1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SI8GL01851-221	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SI8EX01724-221	9/1/2022	9/1/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Expense			SRG0009160322	9/1/2022	9/1/2023	\$100,000 Excess \$500 per Accident Deductible

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

This certificate is issued on behalf of Michigan State Youth Soccer Association & Michigan Jaguars FC
Certificate holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. Waiver of Subrogation applies when required by written contract.
2023 Jaguar Spring Invitational (May 12-14, 2023)

CERTIFICATE HOLDER

CANCELLATION

Hamburg Township Parks & Rec Soccer Facilities
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

Gary Patterson

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ACORD 25 (2016/03)

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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**

Memorandum

Date: January 19, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: East Michigan Panthers
Soccer Field Use – 2024 Season Spring/Fall

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 Township 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 1/16/24 as provided in the packet, contingent on a renewal Certificate of Insurance naming Hamburg Township as Additional Insured, that the Clerk Department be provided all requested documents to their satisfaction, and that no use be allowed during Blackout Dates.

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



Hamburg Township Manly Bennett Park
Park Use Application

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

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

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

Name of Event: Soccer games and practices

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

Applicant Name: Kathie Marshall

Date(s) of Event: multiple dates in March/April and May Time(s) of Event: fall ranging from 4-8 pm
to be scheduled with Park Coord.

Applicant Address: 5574 Richardson Rd. Suite or Apt #: _____

Applicant City: Howell State: MI Zip: 48843

Contact Person (present during use): Andrew Florczak

Contact's Affiliation with Applicant: He is a coach for Panthers

Contact's Phone: 734-272-9410 Contact's E-Mail: andrew.florczak@gmail.com

Event Co-applicant, if any: _____

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

Co-applicant relationship to Applicant: _____

Co-applicant's phone: _____

Insurance Information:

Insurance Carrier: K&K Insurance

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

Policy #: 6BRPG0000007893500 Expiration Date: 5-31-2024

Limit of General Liability: 5,000,000 Occurrence 1,000,000 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: soccer games and practices

Total Number of participants/spectators/guests anticipated during event: practices ~25 games ~100

Average of participants/spectators/guests anticipated at any given time: 40

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: n/a

Number of Volunteers: Are Volunteers trained?:

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: 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: n/a

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

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

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: n/a

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

Will there be any animals present? If so, describe: n/a

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: n/a

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

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

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: n/a

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: Need striping for fields before games especially;
need lawn mowed before games especially.

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.

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

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

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

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

Initials: KM

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance³ 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: See attached Date: 1-16-2024

Co- applicant's Signature: [Signature] Date: 1/19/24

Parks Coordinator: [Signature] Date: 1/19/24

For office use only

Comments: _____

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

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____

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

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

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

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

Initials: KM

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

Date: 1-16-24

Co-applicant's Signature: _____

Date: _____

Parks Coordinator: _____

Date: _____

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)

05/26/2023

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).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 1-800-426-2889 FAX (A/C, No): 1-260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:
INSURED East Michigan Panthers 5574 Richardson Rd. Howell, MI 48843 A Member of the Sports, Leisure & Entertainment RPG	INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 23787

COVERAGES

CERTIFICATE NUMBER: W02471127

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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG0000007893500	05/31/2023 12:01 AM EDT	05/31/2024 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY \$1,000,000 LEGAL LIAB TO PARTICIPANTS \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NOT PROVIDED WHILE IN HAWAII <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6BRPG0000007893500	05/31/2023 12:01 AM EDT	05/31/2024 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000007893500	05/31/2023 12:01 AM EDT	05/31/2024 12:01 AM	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

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

See Attached Additional Remarks Schedule

CERTIFICATE HOLDER

Hamburg Township Parks & Recreation
10405 Merrill Rd.
Whitmore Lake, MI 48139
(Owner/Lessor of Premises)

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

AGENCY CUSTOMER ID:
LOC #

ACORDTM

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 6BRPG0000007893500		
CARRIER Nationwide Mutual Insurance Company	NAIC CODE 23787	EFFECTIVE DATE: 05/31/2023

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.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

SCHEDULE

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: December 4, 2023

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Smartwater Invitational Tournament 2024
Michigan Alliance FC – Manly Bennett Park – West
Park Use Application for Soccer Field usage – Full BLACKOUT

Dates of Event: May 3 & 5, 2024

We are in receipt of a Park Use Application from Legacy Center for use of Manly Bennett West fields for a Full BLACKOUT for the Smartwater Invitational Soccer Tournament to be held on the captioned dates. This Tournament occurs the weekend prior to the Jaguar Tournament.

The crowd numbers expected will not require a review from Public Safety, however, the event will be listed on the Blackout List and provided to them. Should there be any vendors on site, a Tent Permit application will be required and submitted to the Fire Marshal for further action.

The applicant will be in charge of requesting additional portable toilets as well as dumpsters for this event, and all charges incurred for these services. They will also be expected to have all additional facilities removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event. They have a working arrangement with our current vendor so have handled the bill directly in the past.

Should the Parks & Recreation Committee recommend approval of the application, it should include a contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable, subject to a Vendor Inspection by the Fire Marshal. Administrative approval should be granted for any signage requests from the applicant relating to this event.



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): Legacy Center Sports Complex

Name of Event: 2024 Smartwater Invitational Blackout

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

Applicant Name: Sammi Corcoran

Date(s) of Event: May 3-5, 2024 Time(s) of Event: all day

Applicant Address: 9299 Goble Dr Suite or Apt #: _____

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermi.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: USI Insurance Services

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: \$1,000,000 Occurrence \$1,000,000 Aggregate _____

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

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

Please describe the event you propose to host: Youth soccer tournamnet for U8-U15 teams

Total Number of participants/spectators/guests anticipated during event: 750

Average of participants/spectators/guests anticipated at any given time: 250

Site of Proposed Event; include all areas of the parklands that will be used: All of West Bennett Park 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: 20 Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: On grass along path

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

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

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

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors selling hotdogs/hamburgers and smoothies

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 only

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: Legacy Center Sports Complex will be the main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration closes 3/25/24. Will will know more specifically what size fields we will need.

- striping to be done by Legacy In-Kind

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.

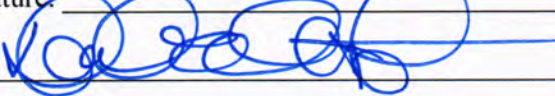
Initials: SLC

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 compliance³ 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: SLC

Applicant's Signature: Sammi Corcoran Date: 11/22/23

Co- applicant's Signature:  Date: 12/4/23

Parks Coordinator:  Date: 12/4/23

For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: December 4, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: PowerAde Invitational Tournament 2024

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

Dates of Event: August 16 & 18, 2024

We are in receipt of a Park Use Application from Legacy Center for use of all Soccer Fields in Manly Bennett West for the PowerAde Invitational Soccer Tournament to be held on the captioned dates. The anticipated hazard level is Medium, but all charges will be based on the recommendation from Public Safety. This group will be charged as a non-partnering user group.

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

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



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(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: Powerade Invitational 2024

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

Applicant Name: Sammi Corcoran Legacy Center

Date(s) of Event: August 17-19, 2024 16-18 Time(s) of Event: 8:00am-8:00pm

Applicant Address: 9299 Goble Dr. Suite or Apt #: _____

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator/Tournament Director

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermichigan.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: USI Insurance Services

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: \$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 for players 7-18.

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

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

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

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

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

Number of Volunteers: 50 Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Along walkway

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, by licensed 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, for injuries and to transport elderly family members

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 mowing

Other information regarding your event that you feel may be helpful: Legacy to stripe fields "in-kind"

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:

To help with traffic control, one way entrance and exit will be enforced in the park, entering from the north

and exiting to the south. Volunteers will be staffed in the parking lot to help direct families to available parking spots. The parking lot will be striped to help maximize the number of available parking spots.

Also, additional handicapped parking spots will be marked close to the fields.

Release of Liability & Indemnification Agreement

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

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



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: December 1, 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 – 9/29/24

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 29, 2024.

The applicants held a similar event here in East Manly Bennett Park, September 10, 2023, and have changed the date of their event to accommodate the 2024 Moving Wall Event. The event layout will be similar to the 2023 event, and there were no concerns reported for either Building & Grounds or Public Safety. This event was listed as a medium hazard however, public safety fees were waived as there was little or no exposure.

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, that any signage for the event be approved in the locations indicated on the application, that the Township Board confirm fees to be charged, 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 48139-015
(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): Heritage Vintage Market

Name of Event: TBD September 2024

Type of Event: Vintage Market Park Use Category #: 4 - Event Use

Applicant Name: Shari Blackburn Joseph Pedrotti

Date(s) of Event: 09/22/2024 Time(s) of Event: 10am-4pm

Applicant Address: 9040 Farley Rd Suite or Apt #: _____

Applicant City: Pinckney State: Mi Zip: 48169

Contact Person (present during use): Shari Blackburn or Joe Pedrotti

Contact's Affiliation with Applicant: _____

Contact's Phone: 8103088398 Contact's E-Mail: heritagehomeaccens@gmail.com

Event Co-applicant, if any: _____

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

Co-applicant relationship to Applicant: Husband Joe Pedrotti

Co-applicant's phone: 8108446888

Insurance Information:

Insurance Carrier: Heartland 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: 12/2/2024

Limit of General Liability: 2.000.000 Occurrence 2.000.000 Aggregate _____

Umbrella Coverage Limit (if any): 1.000.000 Occurrence 1.000.000 Aggregate _____

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

Please describe the event you propose to host: Vintage Market hosting 125+ vendors and food trucks

* Signage requested also on site as well as trailheads & merrill corner.

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

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: Same areas as our event Sept 10th

2023 to include to area with irrigation using tents with weights for hold down only -advised no

stakes allowed in this area/also no vehicles

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: no

Are Volunteers trained?: _____

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: yes

If so, please indicate locations: Same areas as our event S

2023 to include to area with irrigation using tents with weights for hold down only

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: 0

Valet service available? no but we will have

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

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: Service Dogs ONLY

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: Kids Bounce House

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 Tr
for unloading and loding of products but not during public open hours.

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: we would need limited access to the park
area on 9/21 for limited setup and layout

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 compliance³ 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: 11/30/23

Co- applicant's Signature: Joe Pedrotti Date: 11/30/23

Parks Coordinator: [Signature] Date: 12-1-23

*

See sign sample

For office use only

Comments: 2023 was medium hazard with public safety fees waived. Portable toilets 400.00 could have used less units or perhaps extra cleaning of cars.

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____



Hamburg Twp. Fire Dept.

10100 Veterans Memorial Dr. PO BOX 157 Hamburg, MI 48139
Ph: 810.222.1100 Fax: 810.231.1974

Permit Fee: \$50.00

Payable to Hamburg Township Fire Dept.
10 days prior to event

Permit No: _____

Date Issued: _____

TENT PERMIT APPLICATION

Event Name/Type: Vintage Market

Address of Tent Location: Hamburg TWP Park

Date(s) of Event: 09/22/2024

Start Time: 10a

End Time: 4p

OWNER/OCCUPANT

Owner/Occupant Name: Heritage Vintage Market

Address: 9040 Farley Rd Pinckney 48169

Phone Number: 8103088398

All vendor
info to be
supplied
prior to
event.

TENT INSTALLER

Tent Installer Name: pop up tents no installer

Address:

Phone Number:

EVENT COORDINATOR

Name of Event Coordinator: Shari Blackburn Heritage Vintage Market

Address: 9040 Farley Rd Pinckney 48169

Phone Number: 8103088398

TENT INFORMATION

Size of Tent: 10x10 and 10x20

Number of Attendees: 1500

Entertainment Type: Market

Dance Floor: no

Stage/Platform: no

Special Effects: no

Describe Use in Tent: Pop Up Tents

Cooking in Tent? ☐ YES ☒ NO

Source of Heat:

Source of Power:

Heater Provided with Tent? ☐ YES ☒ NO

Source of Heat:

Source of Power:

Desired Date &
Time for
Inspection?

11/22

9am

Date:

Time:

Inspector Approval:

Date: