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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Hamburg Township Board Room  
Tuesday, February 20, 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. January 23, 2024 - Regular Meeting Minutes
7. Correspondence
  - A. Hamburg Township Museum – February Newsletter
8. Current Business
  - A. ADA Coordinator Training Certification Program Completion – Congratulations Deby Henneman!
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 – Update
    2. Park Master Design Plan Concept – No Update
    3. Bennett Park & Senior Center
      - Bennett Park & Water Trail Access Improvements #TF22-0107 – Update
      - LEO & MCSC MI Community Center Grant – Update
      - HERO Grant - East Park Intergenerational Gathering Area – No Update
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – preparing for Township Board
    2. Park Fee Update – preparing for Township Board

**C. Administrative Services**

1. Township Coordinator's Report – February 2024
  - a. 2024 Blackout List
2. Senior Center Report (Year-end) – February 2024
3. Scholarship Request
  - a. None
4. Park Use Requests
  - a. PHBSA – Baseball Season 2024 – East Park – 4/1/24 to 7/31/24
  - b. PHBSA – Opening Day 2024 – East Park – May 11, 2024
  - c. Jogging for Jakey 5K – West Park/Trail – August 24, 2024
  - d. Pinckney HS Cross Country Brighton Meet – East Park CC – August 23, 2024
  - e. Pinckney HS Cross Country Legends Invitational – East Park CC – September 27 & 28, 2024
  - f. Flyers RC – East Park – 2024 Season – 4/1/24 – 3/31/25
  - g. Flyers RC – East Park – Outdoor Swap Meet – May 18, 2024
  - h. Flyers RC – East Park – Air Show – August 10, 2024 (Rain date August 11, 2024)
  - i. Huron 100 Endurance Run – Hamburg Township & Lakelands Trail – June 8 & 9, 2024
  - j. Livingston Christian Schools – 2024 Seasonal Use of Soccer Fields

**D. Special Projects**

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

Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)222-1124  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, January 23, 2024  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:07 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, McCabe, Muck

Board Members Absent: Auxier

Also Present: Deby Henneman - Township Coordinator

4. Call to the Public

Suzanne Czurylo – Hamburg Garden Club, in attendance

A call was made with no response.

5. Approval of the Agenda

**Motion by Michniewicz, supported by Muck, to approve the agenda as presented, with a minor adjustment to the order, moving the Grant discussion for West Park to the top to accommodate Suzanne Czurylo.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Michniewicz, supported by Dolan, to approve the minutes from the November 28, 2023 Regular Meeting, as presented.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

- A. Certified Playground Safety Inspector Update – Duane Hoepfner has completed his CPSI and has been awarded his completion certificate through the National Recreation and Park Association. Congratulations!

Muck thanked the Hamburg Township Board for supporting this important training which allows them to have a staff member properly trained to do Playground Inspections.

9. Old Business

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

1. Bennett Park & Senior Center (Moved up from 4.)

- TF22-0107 Bennett Park & Water Trail Access Improvements – Dolan reviewed the meeting with Spicer Group in November, and the discussion during the Parks & Recreation meeting. He stated the Merrill Trailhead improvements were discussed at length, and the invasive bittersweet was brought up. There was a suggestion that additional grants could be drafted to go after funding to expand the parking area and allow for a switchback at appropriate grade to the launch for accessibility. There was also discussion about possibly coordinating efforts with Freedom River project for launch inlet and outlet for their patrons. Creek isn't navigatable as it stands and needs some work to clear. Interpretive garden down by the water will be designed and installed by Hamburg Garden Club, who will partner with the Township on the project. Pathway around soccer fields in WP will be 8 feet wide with crushed limestone as base with dust stone compacted to meet ADA requirements.

Suzanne Czurylo addressed the committee. She stated they would like to do plantings this spring if possible to give the plantings the best chance of establishing.

Muck explained the scope of work, and stated this spring wouldn't be reasonable, but perhaps fall or spring of 2025.

Henneman stated the next step will be to arrange a joint meeting with Spicer Group where a plan can be discussed and finalized. Once that happens, it will need to be approved by Township Board and the MDNR before going out to bid.

Suzanne Czurylo stated her group will be happy to attend, and is planning on native plantings. She is also open to discussing gardens in other areas of the parkland, such as the newly established playground or park entrance, and looks forward to hearing when the meeting will be.

2. Iron Belle Trail/Lakelands Trail – Supervisor Update

- Huron River free-span Bridge Project – No update.
- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Pending.

3. Master Design Plan –Pending.

4. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements – Discussed above.
- HERO Grant – Intergenerational Play Area Concept – Proposed. May suggest multiple sites.

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

1. Park Use Policy updates – Committee discussed changes as presented by Coordinator Henneman.

**Motion by Muck, supported by Michniewicz, to direct the Clerk and Coordinator Henneman finalize the draft Park Facility Use Policy and Administrative Fee Schedule Appendix and to recommend that it be sent to the Township Board for further input and adoption into the Code of Ordinances and the Park Policy and Procedure Manual.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

2. Park Use Fees – See above.

**NEXT MEETING: FEBRUARY 20, 2024 – 3PM**

**C. Administrative Services**

1. Township Coordinator's Report – January 2024 – Report received and filed
2. Senior Center Report – 2023 Year End Report – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. Michigan Jaguar Tournament – May 10-12, 2024 BLACKOUT

Motion by Muck, supported by Michniewicz, to recommend the Park Use Application for Michigan Jaguars FC, for the 2024 Michigan Jaguars FC Spring Tournament for May 10-12, 2024 for approval, as outlined in their application dated 1/15/24, contingent on Public Safety review and setting a hazard level, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

B. East MI Panthers – 2024 Soccer Season

Motion by Muck, supported by Michniewicz, to recommend the Park Use Application for East MI Panthers, for the 2024 soccer season for approval, as outlined in their application dated 1/16/24, contingent on the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

C. Smartwater Invitational – May 3-5, 2024 BLACKOUT

Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex, for the 2024 Smartwater Invitational for May 3-5, 2024 for approval, as outlined in their application dated 11/22/23, contingent on Public Safety review and setting of a hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

D. PowerAde Tournament – August 16-18, 2024 BLACKOUT

Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex for the 2024 PowerAde Invitational for August 16-18, 2024 for approval, as outlined in their application dated 11/29/23, contingent on Public Safety review and setting of a hazard level, with the request that the Public Safety Committee consider the Parks Committee recommendation of a High Hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires including a clarification of their on-site medical response plan for the expected number of participants and spectators, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

E. Heritage Vintage Market – September 29, 2024 BLACKOUT (Partial)

**Motion by Dolan, supported by Michniewicz, to recommend approval of the Park Use Application for Heritage Vintage Market, for the 2024 Heritage Vintage Market, to be held on Sunday, September 29, 2024, with set-up allowed after 3:00 p.m. on Saturday, September 28, 2024, based on the application dated 11/20/23, contingent on Public Safety setting the hazard level with a notation that last year's event was reduced to a Low Hazard and there were no issues, that the Fire Marshal arrange the food truck inspections, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.**

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

**D. Special Projects**

1. Baseball Dugout Renovation Project – Repairs pending.
2. Bennett Park & Water Trail Access Improvements – Pending Master Design
3. Scheduling Software RFP – Shortlist will be contacted.

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – No report

**F. Signage and Community Awareness**

1. Wayfinding & Safety Signage – No update.

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

1. ADA Compliance in Parklands – Henneman announced that her ACTCP status has been achieved.

**10. Call to the Public**

A call was made with no response.

**11. Committee Comments**

No comments were made.

**12. Adjourn Meeting**

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

**VOICE VOTE: Ayes: 4 (Auxier Absent)**

**MOTION CARRIED**

Meeting adjourned at 4:47 p.m.

Respectfully submitted,



Debra Henneman  
Township Coordinator  
Parks, ADA, Grants, Ordinances



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



#### Board of Directors

Carrie Schulz  
*President*

Alice Winkelman  
*Vice President*

Della Copp  
*Secretary*

Denise Emery  
*Treasurer*  
Pat Corr

#### FEBRUARY HOURS

Sat., Feb. 10  
11am—3pm

Sun., Feb. 11  
1pm—4pm

# The Wave

*Newsletter of the Hamburg Township Historical Society  
February 2024*

## THE BIG CHILL



During February and March the Hamburg Township Historical Society is recognizing the once-thriving ice industry. In the late 19th and early 20th centuries, ice harvesting was an important business in many parts of the world including Zukey Lake in Hamburg Township. The spot we now know as Zukey Lake Tavern was home to the seasonal ritual.

Brighten the gray days of winter with a visit to the Hamburg Township Historical Museum and while you're there enjoy the mini exhibit of ice industry pictures and tools.

Also, during February and March the display case in Hamburg Township Hall will feature a detailed history of the Zukey Lake ice operation including historic tools used to bring in the "crop."

A special note of thanks to John Tessmer who has loaned the museum the picture collage of the Pinckney Players production of *So Melts the Ice*.



**HAMBURG TOWNSHIP HISTORICAL SOCIETY AND  
MUSEUM CELEBRATES TWENTY YEARS**



DIVE INTO YOUR HISTORY

Take a break from winter hibernation and join us

## FIBER FRIENDS

Drop In

February 11 – 2-4 pm

Hamburg Township Historical Museum  
7225 Stone Street, Hamburg, MI 48139

Come and join others who enjoy fiber arts (knitting, crocheting, embroidery, etc.) Bring whatever your portable project may be and share your enthusiasm for your craft in a casual, friendly setting.

Two knitting pros will be on hand if you need help through a rough spot or maybe you are the pro of your fiber art specialty to help someone else. Perhaps you're still learning and just want to observe. All are welcome.

No pre-registration is required.

Note: If you bring a beverage, please be sure it is covered.

### Fun to know...

**Peru** is the knitting capital of the world.

**Stitch 'n Bitch** is a name that has been used to refer to social knitting groups since at least World War II.

**Crochet** - The name is derived from the French term *croc*, meaning 'hook.'



## GEN Z ALPHA TEENS

**This  
trendy  
class is  
for you!**

**Bring a  
friend**

**A special four week class to learn knit and purl stitches to create your own cute scarf**

**WHERE:** Hamburg Historical Museum  
7225 Stone Street, Hamburg, MI

**WHEN:** Mondays - February 26  
March 4, 11 and 19

**TIME:** 3:30-4:30 pm

**COST:** \$10.00 for the 4 week series  
payable at the first class

**WHAT  
TO**

**BRING:** Size 10, 16" long circular needles

**Yarn will be provided**

### TO REGISTER:

Email: [HTHSandMuseum@gmail.com](mailto:HTHSandMuseum@gmail.com) or

Phone: 810-986-0190

Provide your name, phone number and email.

You will receive an email confirmation

## WHAT'S NEXT ?

### March 9

**Celebrate Women's History Month** with us as we recognize the anniversary of the Women's Unit of the Hamburg Fire Department. Watch the newsletter, Facebook, and website for details.



### April

Grand Opening and Dedication of the renovated train gallery. (Date to be announced.)

More events are planned during 2024 dedicated to the celebration of the 20<sup>th</sup> anniversary of the Hamburg Township Historical Society and Museum. Keep watching for details!



## MEMBERSHIP MAGIC

FREE ADMISSION

ONE DAY ONLY



If your new year's resolutions include becoming more engaged in the community, you will be charmed by this magical opportunity.

**Saturday, February 10**

**12:00 pm – 2:00 pm**

Tour the Hamburg Township Historical Museum for free!

It's not a trick but a chance to move through the museum at your own pace, ask questions, and absorb what twenty years of member involvement has brought to the community. Find out what 2024 events and activities will provide something for everyone and how your membership will make a difference.

Can't make this date? See form below for online and mail options for becoming a member.



To our very special current members –

Please remember to renew! You have been the foundation of our growth and community outreach. Your continued support allows us to stage and maintain exhibits, offer informational and educational events and preserve the vital history of Hamburg Township.

We invite you to sign on as an ambassador for local history with your renewal or new membership at:

<https://hamburgmuseum.org/> and 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, MI 48139**

## Volunteers Needed



Many hands and minds are needed to execute the museum programs and exhibits as well as routine upkeep.

Is one of your new year's resolutions is to be more involved in the community? This is an excellent opportunity.

Whether your interest is in people, technology, marketing, research, or helping as needed, please email:

**HTHSandMuseum@gmail.com** or call **810-986-0190**. (Leave your name and phone number)

We will be in touch to chat about your interests and skills.

Can't wait to have you on the team!

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

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

Address \_\_\_\_\_

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

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

### ANNUAL DUES

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

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

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

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



## Hamburg Township Parks & Recreation

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

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To: Township Board of Trustees

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

Re: Township Coordinator's Report – February 2024

### **Parks:**

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 Park Policy and Fee Schedule will be finalized and sent to the Township Board for a first reading in March.

The Bennett Park & Water Trail Access Improvements deadline for grant TF22-0107 is August 31, 2025. I have reached out to Spicer Group to request a joint meeting date and will report back once the date has been established. This joint meeting will be to finalize ideas for the project plan that will need to be drafted and approved by the MDNR.

Many of my projects have been delayed due to ADA Coordinator Training and Testing, as well as the number of Park Use requests that I have had to process this month. I hope to be back on track after the seasons start.

### **ADA**

I have completed the required credits in the ADA Coordinator Training Certification Program and have passed my final exam which covers both Title I and Title II requirements. I am excited to announce I have received my ACTCP certification effective 1/31/24.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year. Not only should we make it easier for people to find our facilities, but it is also one of the key elements I have heard come up when the MDNR speaks about scoring in their grant application process.

Transition Plan inspections are forthcoming.

I will continue to seek out online training opportunities to obtain continuing education credits along with helpful resources for staff and our residents.



**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.

**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
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Wayfinding Signage to be planned for and ordered
- Donation capability/QR codes is pending with Treasury/Accounting



## Hamburg Township Parks & Recreation

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10405 Merrill Rd., P.O. Box 157  
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(810)231-1000  
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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
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
August 23, 2024	CC Meet vs Brighton (PHS) - 100
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 27-28	CC Legends Invitational (PHS) – 1,000 avg (WP may be used for parking)
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Total Participants

#### West Park

April 20, 2024	Hamburg Community Clean Up – 9AM-3PM Partial Blackout
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
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)
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

May 4, 2024	Possible 5K (Inquired)
June 8-9, 2024	Possible 100 Mile Race (Inquired – Roadways & partial trail)
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)

#### Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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#### Projects

- West Park Grant Improvements – Trails around WP, Playground area and H8 will be under construction
- Huron River Water Access Improvements – Possible temp closure of parts of Merrill Trailhead
- Parking Lot Improvements – Possible temp closure of parts of Merrill Trailhead and WP parking lots

#### For Complete Park Use Schedule go to:

[https://www.hamburg.mi.us/departments/parks\\_and\\_recreation/event\\_calendar\\_info/parks\\_events\\_calendar.php](https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php)

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

# Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

**Saturday, April 20, 2024**

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

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

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



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



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



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



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

**Location:** Township Hall, 10405 Merrill Rd., Whitmore Lake, MI (Municipal Entrance) -  
Drive thru service provided *\*See attached vendor flyer for shredding service details*

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

**Volunteers Needed! Sign up today!**

*Brochures for Livingston County Hazardous Waste will be available  
outlining their collection dates for hazardous waste and electronics.*



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

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

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



# ELECTROCYCLE

COMPUTER RECYCLING AND DOCUMENT DESTRUCTION

## SHREDDING EVENTS:

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

### Accepted:

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

### Not Accepted:

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

February 14, 2024

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

**January Statistics:**

- Monthly Attendance: 1748
- Daily Average: 97
- Number of New Members: 25

**Upcoming Closures:**

- February 19 for President's Day
- February 27 for Election Day

**New Programming:**

- AARP Guided Tax Preparation February 6 through April 9
- Casino Day Luncheon on March 1
- Home Chore Program with Livingston County Catholic Charities on March 13
- St. Patrick's Day Luncheon on March 15
- Plymouth Physical Therapy Healthy Body Series: Knee on March 19
- Hamburg Township Police Department AI Scams with Officer Kim Leeds on March 20
- Acrylic Pour and Flow Class on March 22
- Senior Center Bus Trip to Firekeepers Casino on March 27

**Other Information:**

- The Senior Center purchased new lobby furniture and a conversation seating area with an electric fireplace with memorial contributions in the names of Sylvia West and Ann Staub.
- The Senior Center's new oven and stove top installation is underway.



**Hamburg Township  
Parks & Recreation**

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**Memorandum**

Date: February 9, 2024

To: Parks & Recreation Committee  
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Pinckney Hamburg Baseball Softball Association – Park Use Application  
2024 Spring Season, and Travel Tryouts – Scheduled primary use of diamonds  
B2-B8 – April 1, 2024 – July 31, 2024

We are in receipt of Park Use Applications from the PHBSA for use of the Baseball Diamonds/T'Ball area in Manly Bennett Park East for their regular season April 1 to July 31, 2024, and Travel Tryouts. Dates/Times for those events are TBD and will be approved administratively along with their regularly scheduled use.

Park Use will be subject to Blackout Dates, including the 2024 Family Fun Fest event and Vietnam Memorial Moving Wall event with setup/teardown. The concession stand is closed from use at this time and is not part of this application.

If this application is recommended for approval, it should be done so with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates, and that the schedule for use be supplied to the Parks Coordinator no later than 2 weeks after the season start.





Hamburg Township Manly Bennett Park  
Park Use Application

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

Name of Event: Pineknay Hamburg Baseball and Softball Association

Type of Event: Youth baseball/softball season Park Use Category #: Select One 4-event use

Applicant Name: PHBSA

Date(s) of Event: April 1st - July 31st Time(s) of Event: 8pm - 8pm *will need actual schedule*

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

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Chris Schell

Contact's Affiliation with Applicant: President PHBSA

Contact's Phone: 989-954-9928 Contact's E-Mail: cschell-tsm@gmail.com

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

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

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

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

Insurance Information:

Insurance Carrier: United States Liability Insurance Company

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

Policy #: NPP1627114 Expiration Date: 1-19-25 *Need copy ASAP*

Limit of General Liability: 2,000,000 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: We run a local youth  
baseball and softball league

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

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: Barkhill Complex

Field 2-B with scheduled use of BI  
or a set schedule so we know when we

*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

can  
plug use  
in.

Number of Volunteers: 20 Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

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

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

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

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

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

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

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

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

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

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

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

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



Will there be a need for vehicles to be used on Township grounds? If so, describe: yes, we  
use utility vehicles to prep the fields  
*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

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

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

Specific services required from the Township, if any: no - Gravel?  
Weed control & lawn care. Garbage  
removal.

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

### Organized Sports and/or Sporting Events:

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

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

### Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: CS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CS

Applicant's Signature: Chris Seel Date: 2-5-24

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

Parks Coordinator: [Signature] Date: 2/12/24

**For office use only**

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

Meeting Approval Dates: 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/06/2023

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

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

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

COVERAGES CERTIFICATE NUMBER: 22-23 Master REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		C0540350	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is added as additional insured with respects to the general liability arising out of the acts of the named insured.

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township Parks & Recreation PO Box 157  Hamburg MI 48139	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 12, 2024

To: Parks & Recreation Committee  
Hamburg Public Safety  
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Pinckney Hamburg Baseball Softball Association – Park Use Application  
2024 Opening Day event – EP Baseball Area BLACKOUT – May 11, 2024

We are in receipt of Park Use Applications from the PHBSA for use of the Baseball Diamonds/T'Ball area in Manly Bennett Park East for their Opening Day Event. Food Trucks will be present, which will require a Tent Permit Application. As an aside, this event takes place on the same weekend as the Jaguar FC Tournament in West Park.

Application estimates 350 kids with parents. Considering past events, I believe 1,000 participants is an adequate estimate, which requires it be forwarded for a Public Safety hazard recommendation. The fees for last year's event were waived, and a copy of the board's motion is attached. Due to the volume of use, I would recommend that the applicant be charged for an extra cleaning of all portable toilet units after their event, along with the addition of a few more units the day of. A plan for the larger volume of garbage should also be discussed with Building & Grounds.

If this application is recommended for approval, it should be done so with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit application be submitted with all food vendors, and that portable toilet and garbage service, if any, be addressed paid for by the applicant.





## 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: Pineckney Hamburg Baseball and Softball Association opening day

Type of Event: Knight baseball opening day Park Use Category #: Select One 4- event use

Applicant Name: PHBSA

Date(s) of Event: May 11th Time(s) of Event: 8am-8pm

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

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Chris Schell

Contact's Affiliation with Applicant: President PHBSA

Contact's Phone: 989-954-9928 Contact's E-Mail: cschell.fsm@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: United States Liability Insurance Company

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

Policy #: NP 1627114 Expiration Date: 1-19-25 - Need copy

Limit of General Liability: 2,000,000 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:

We will have every team play a game on opening day to get the season started. We will also have league sponsor them all food trucks food trucks

Total Number of participants/spectators/parents anticipated during event: 300 kids plus parents

Average of participants/spectators/parents anticipated at any given time: 350

Site of Proposed Event: include all areas of the park/tracks that will be used: Baseball complex 1-8

350 Kids + Parents = 1,000

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

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

Number of Volunteers: 20

Are Volunteers trained? yes

*Please attach copy of Volunteer Handbook if applicable.*

Will tents be used? NO

If so, please indicate locations: \_\_\_\_\_

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

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

Parking fee charged? If so, how much: NO

Valet service available? NO

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

have food trucks and provide a full list of vendors to township

*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.*



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

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

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

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

Initials: CS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CS

Applicant's Signature: Ch. Sen Date: 2-5-24

Co-applicant's Signature: [Signature] Date: 2/12/24

Parks Coordinator: [Signature] Date: 2/12/24

**For office use only**

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

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)

☒ Approved

☐ Denied

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



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

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

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

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

Specific services required from the Township, if any: No - Gravel?

Weed control & lawn care. Garbage removal. Portable toilets are

Other information regarding your event that you feel may be helpful: Supplied for seasonal use.

### 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:

Tournament type event

### 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.



required paperwork, including a Certificate of Insurance naming Hamburg Township as Additional Insured, being submitted to the satisfaction of the Clerk's office.

Motion made by Dolan, Seconded by Negri.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

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18. Parks & Rec – PHBSA - 2023 Opening Day Event

Motion to approve the Park Use request for the PHBSA Opening Day Event to be held on May 13, 2023 as outlined in their application dated February 6, 2023, and as recommended by the Parks & Recreation Committee, with a waiver of park fees due to the nature of the event contingent upon on all required paperwork, including a Certificate of Insurance naming Hamburg Township as Additional Insured, being submitted to the satisfaction of the Clerk's office, as well as payment and completion of the Tent Permit Application listing all outside vendors who will be present at the event in order to arrange inspections.

Motion made by Dolan, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

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19. 2023 Gravel Road Improvements

Motion to authorize the Clerk and the Supervisor to enter into and sign agreements with Livingston County Road Commission to complete the road repair work as outlined in the February 09, 2023 memo from Trevor Bennett to Supervisor Hohl.

Motion made by Hohl, Seconded by Hughes.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

20. Oneida Lake Canadian Goose Resolution

Motion to approve the Resolution as presented for the roundup of Canadian Geese on Oneida Lake.

Motion made by Hohl, Seconded by Negri.

Roll Call Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

Absent: Hahn

21. Building & Grounds - Fertilizer Contractor Selection - Bid Tab - 3 year Contract

Motion to follow the recommendation on the memo from Tony Randazzo dated 03/03/2023 and enter into an agreement with Green Pastures to provide fertilization as outlined in their bid.

Motion made by Hohl, Seconded by Hughes.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

22. Zoning Board of Appeals Appointment

Motion to appoint Genal Pratt to the Hamburg Township Zoning Board of Appeals effective March 13, 2023.

2023  
motion



**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 12, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Jogging for Jakey 5K 2024 – Park Use Application  
5K Race on Lakelands Trail, and staged at Merrill Trailhead

We are in receipt of a Park Use Application from Courtney Smotherman who is requesting access to the Lakelands Trail to hold a 5K Race on August 24, 2023. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area in West Park (Concession Stand pavilion). This event is in memory of Jakey Smotherman and all proceeds will be donated to charity. Blackout for this event will not be necessary as the parklands will still be open to use by others.

Should the Parks Committee recommend approval of the application as submitted, it should be based on the application from the Courtney Smotherman dated 2/2/24, as provided in the packet, with the contingency that a Certificate of Insurance (or copy of Homeowners Insurance) be provided naming Hamburg Township as Additional Insured, that public safety be made aware of the event and that all requested information be provided to the Clerk's Department to their satisfaction.

Waiver of the established Park Use fee due to the nature of the event has been made in the past, and is requested as a consideration for this year's event as well. This approval should also include directional and/or safety signage in support of the event.





## 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): Courtney Smotherman  
Jogging for Jakey 5k  
Name of Event: 5K Race  
Type of Event: \_\_\_\_\_ Park Use Category #: Select One  
Courtney Smotherman  
Applicant Name: \_\_\_\_\_  
Date(s) of Event: August 24th, 2024 Time(s) of Event: 7am-1pm  
8182 Alyssa Drive  
Applicant Address: \_\_\_\_\_ Suite or Apt #: \_\_\_\_\_  
Brighton MI 48116  
Applicant City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Courtney Smotherman  
Contact Person (present during use): \_\_\_\_\_  
Applicant  
Contact's Affiliation with Applicant: \_\_\_\_\_  
810-360-5067 courtney.smotherman@hotmail.com  
Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_  
Brenden Smotherman  
Event Co-applicant, if any: \_\_\_\_\_  
All Co-applicants must also sign all applications and waivers. Husband  
Co-applicant relationship to Applicant: \_\_\_\_\_  
248-459-8481  
Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

will provide insurance through Hemlock Insurance prior to race day ✓  
Insurance Carrier: \_\_\_\_\_  
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.  
Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_  
Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_



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

The event is called Jogging for Jakey and it is a 5k (run or walk)

Please describe the event you propose to host:  
with the goal of raising money for charity

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

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

Starting from Merrill field to lakeland

Site of Proposed Event; include all areas of the parklands that will be used:  
trail, heading west for 1.5 miles and turning around and finishing back at Merrill field. - Pavilion in West Park

The racers will not cross any major roads during this race.

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

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

Number of Volunteers: 3 Are Volunteers trained?: No

*Please attach copy of Volunteer Handbook if applicable*

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

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

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

Will admission be charged? If so, how much: \$ 30

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

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

Post race snacks that are pre-packaged will be served (water, bananas, granola bars etc)

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

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

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

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

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

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

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



No

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

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

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

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

None

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

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

## Organized Sports and/or Sporting Events:

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

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

## Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: CS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: CS

Applicant's Signature: Courtney Smotherman Date: 2-2-24

Co-applicant's Signature: [Signature] Date: 2/2/24

Parks Coordinator: [Signature] Date: 2/2/24

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**For office use only**

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

Meeting Approval Dates: 2/2/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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





**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 12, 2024

To: Parks & Recreation Committee  
Hamburg Public Safety  
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Pinckney High School Cross Country – XC meet vs Brighton HS  
August 23, 2024 – 8:30 AM to 11 AM – East Park CC Course including  
Football and Baseball areas and use of the parking lot – 100 spectators  
anticipated along with racers.

We are in receipt of Park Use Application from Pinckney High School for use  
of the Cross Country course in Manly Bennett Park East for their meet against  
Brighton High School.

Application estimates 100 participants, and all activity will be limited to the  
East side of Manly Bennett. This event as proposed does not require Public  
Safety, additional portable toilets, or garbage dumpster. This event does happen  
after the expiration of the extended use agreement with the schools, however, I  
anticipate that will be renewed upon its expiration of 7/1/24.

If this application is recommended for approval, it should be done so with the  
contingency that proof of insurance naming Hamburg Township as Additional  
Insured be provided, that the Clerk Department be provided all requested  
documents to their satisfaction, and that park fees, if they are to be waived, be  
done so by motion of the Township Board.

½ Day Blackout of a Recognized User group is currently \$125.00



## 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): Pinckney High School Cross Country

Name of Event: XC meet vs Brighton High School

Type of Event: Cross Country race Park Use Category #: 4 - Event Use

Applicant Name: James Wicker

Date(s) of Event: August 23, 2024 Time(s) of Event: 8:30 -11 am

Applicant Address: 6289 Buckshore Dr. Suite or Apt #: \_\_\_\_\_

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Same

Contact's Phone: 810 599 9543 Contact's E-Mail: jwicker@pinckneypirates.org

Event Co-applicant, if any: Brian Wardlow

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

Co-applicant relationship to Applicant: Pinckney High School Athletic Director

Co-applicant's phone: 810 225 5525

#### Insurance Information:

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

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

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

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

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



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

Please describe the event you propose to host: one cross country race

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

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

Site of Proposed Event; include all areas of the parklands that will be used: Races and spectator parking will take place in East 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: 5 Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

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

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

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

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

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: 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 MHSAA rules do not allow pets at XC meets unless they are service dogs.

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

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

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



Will there be a need for vehicles to be used on Township grounds? If so, describe: yes, parking and Timer

*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 we will have PHS Athletic trainer on site.

*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 mowed on course

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

## Organized Sports and/or Sporting Events:

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

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

## Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: JSW

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JSW

Applicant's Signature: James Wicker Date: 1/24/24

Co- applicant's Signature: Brian Wardlow Date: 1/24/24

Parks Coordinator: [Signature] Date: 2/12/24

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**For office use only**

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

Meeting Approval Dates 2/20/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

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



**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 12, 2024

To: Parks & Recreation Committee  
Hamburg Public Safety  
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Pinckney High School Cross Country – Legends CC Invitational 2024  
Friday, September 27<sup>th</sup> (1PM-7PM) & Saturday, September 28<sup>th</sup> (7AM-3PM)  
East Park CC Course including Football and Baseball areas and use of the  
parking lot – 1000 spectators anticipated each day, along with racers.

We are in receipt of Park Use Application from Pinckney High School for use of the Cross Country course in Manly Bennett Park East for their Legends Cross Country Invitational. This is a two-day event the same weekend as the Heritage Vintage Market, which will be allowed their set-up after 3PM Saturday.

Application estimates 1000 participants, and all activity will be limited to the East side of Manly Bennett. This event will require a Public Safety review in order to set a Hazard Level, and additional portable toilets and/or cleaning will be needed, to ensure that the Township units are sanitary for the Heritage Vintage event and other residents that use the park. A dumpster was not needed per the applicant last year, and I don't recall having an issue with that. Applicant states there will be no food vendors other than a Coffee truck, so it is presumed food will be consumed off site.

This event does happen after the expiration of the extended use agreement with the schools, however, I anticipate that will be renewed upon its expiration of 7/1/24.



If this application is recommended for approval, it should be done so with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that Public Safety review and set the Hazard level, and that park fees, if they are to be waived, be done so by motion of the Township Board.

- Last year's Hazard Level was set at Medium
- Park Fees were waived and were 0
- Public Safety fees were reduced to \$300
- 3 Portable toilets were added to Twp units \$475
- Toilets still required extra cleaning \$165
- There is a Sunday event that follows this 2-day event



## 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): Pinckney High School Cross Country

Name of Event: Legends Cross Country Invitational

Type of Event: Cross Country races Park Use Category #: 4 - Event Use

Applicant Name: James Wicker

Date(s) of Event: September 27th and 28th ✓ Time(s) of Event: Friday 1 pm - 7pm. Saturday 7am-3pm

Applicant Address: 6289 Buckshore Dr. Suite or Apt #: \_\_\_\_\_

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Same

Contact's Phone: 810 599 9543 Contact's E-Mail: jwicker@pinckneypirates.org

Event Co-applicant, if any: Brian Wardlow

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

Co-applicant relationship to Applicant: Pinckney High School Athletic Director

Co-applicant's phone: 810 225 5525

#### Insurance Information:

Insurance Carrier: Need copy asap

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

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

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

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

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

Please describe the event you propose to host: Two day Cross Country races. Middle School 2 mile races Friday and High School 5k races Saturday

Total Number of participants/spectators/guests anticipated during event: around 1,000 each day

Average of participants/spectators/guests anticipated at any given time: 1,000

Site of Proposed Event; include all areas of the parklands that will be used: Races and spectator parking will take place in East Park and West Park parking lot will be used for bus parking after they drop off on eastside.

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

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

Number of Volunteers: 15 Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

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

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

Will admission be charged? If so, how much: yes

Parking fee charged? If so, how much: \$10 Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: One coffe truck "Good

Sense Coffee

*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 MHSAA rules do not allow pets at XC meets unless they are service dogs.

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

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

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



Will there be a need for vehicles to be used on Township grounds? If so, describe: yes, parking and Timer

*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 we will have PHS Athletic trainer on site.

*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 mowed on course

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

### Organized Sports and/or Sporting Events:

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

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

Invitational XC Event

### 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: JSW

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JSW

Applicant's Signature: James Wicker Date: 1/24/24

Co- applicant's Signature: Brian Wardlow Date: 1/24/24

Parks Coordinator: [Signature] Date: 2/12/24

**For office use only**

Comments: PHS Agreement requires  
renewal 7/1/24

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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



**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 13, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers 2024/2025 Annual Season – Manly Bennett RC Field

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated February 8, 2024, for the Hamburg Flyer's RC Annual Season from April 1, 2024 to April 1, 2025.

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

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

Park fees are based on participants and charged at \$5 per resident, \$10 for non-resident, for the season.





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): Hamburg Flyers RC Club, Inc.

Name of Event: Hamburg Flyers RC Club, Inc.

Type of Event: Aeronautics

Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: April 16, 2024 thru April 14, 2025

Time(s) of Event:

Applicant Address: Manly Bennett Airport 10405 Merrill Rd.

Suite or Apt #:

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any:

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

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: To be sent ASAP

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

Policy #: TBD

See attached

Expiration Date:

TBD

3/31/24

Limit of General Liability: TBD

Occurrence

Aggregate

Umbrella Coverage Limit (if any):

Occurrence

Aggregate



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

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

Please describe the event you propose to host:

advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box,  
educational seminars, community education an awreness

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

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

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

Manley Bennett Airport

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

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

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Yes

Will tents be used?:

If so, please indicate locations:

Manley Bennett Airport

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

No

Will admission be charged? If so, how much:

No

Parking fee charged? If so, how much:

Valet service available?

No

TBD

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.*

TBD

Will there be Fireworks or any other pyrotechnic display? If so, describe:

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

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

Personal pets

not at events

Seasonal only

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

No

Will there be Amusement rides or games? If so, describe:

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



Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Member and guest

personal vehicles driven to and from the site.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, 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: Yes. Lawn and maintenance service.

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

### Organized Sports and/or Sporting Events:

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

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

N/A

### 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: SR

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SR

Applicant's Signature: Eugene Donner Date: 2/8/24

Co- applicant's Signature: [Signature] Date: 2/13/24

Parks Coordinator: [Signature] Date: 2/13/24

### For office use only

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

Meeting Approval Dates: 2/20/24 Parks & Recreation NA Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/19/2023

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

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

<b>PRODUCER</b> FNIC P.O. Box 45279 Omaha NE 68145	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> 402-861-7000	<b>FAX (A/C, No):</b>	
<b>INSURED</b> Academy of Model Aeronautics, Inc. &/or Affiliated &/or Associated Chartered Clubs, Chapters & Members Thereof 5161 E. Memorial Drive Muncie IN 47302	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: Illinois Union Insurance Company		27960
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

**COVERAGES****CERTIFICATE NUMBER:** 1145832157**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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ General Aggregate \$1,500,000 \$4,000,000

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

Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

**CERTIFICATE HOLDER****CANCELLATION**

Hamburg Township  
PO Box 157  
Hamburg MI 48139

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

AUTHORIZED REPRESENTATIVE

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**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 13, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers RC Swap Meet – Manly Bennett Park – East  
Park Use Application for Special Event – May 18, 2024

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated February 8, 2024, for the Hamburg Flyer's RC Outdoor Swap Meet proposed to be held on May 18, 2024.

The applicant anticipates up to 200 participants/spectators for this event. Should they proceed with this event, any food vendors hired will provide copy of their insurance and food license. The current insurance certificate on file covers this exposure, and a renewal has been requested. Due to the low numbers, a Public Safety review is not required.

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





Hamburg Township Manly Bennett Park  
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): Hamburg Flyers RC Club, Inc.

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

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

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: MAY 18 2024 Time(s) of Event: 9:00-3:00

Applicant Address: Manly Bennett Airport 10405 Merrill Rd.

Suite or Apt #:

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any:

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

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: See attached

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

Policy #: TBD

Expiration Date: TBD

Limit of General Liability: TBD

Occurrence

Aggregate

Umbrella Coverage Limit (if any):

Occurrence

Aggregate



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

Please describe the event you propose to host:

501(c)3 nonprofit activities. The purpose is to develop, educate, advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box, educational seminars, community education an awreness

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

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

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

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

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

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Yes

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

Manley Bennett Airport

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

No

Will admission be charged? If so, how much:

No

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

No

TBD

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.*

TBD

Will there be Fireworks or any other pyrotechnic display? If so, describe:

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

No

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

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

No

Will there be Amusement rides or games? If so, describe:

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



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

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so,  
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: Yes. Lawn and maintenance service.

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

## Organized Sports and/or Sporting Events:

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

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

## Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: SL

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SL

Applicant's Signature: Eugene Donice Date: 2/8/24

Co- applicant's Signature: [Signature] Date: 2/8/24

Parks Coordinator: [Signature] Date: 2/8/24

### For office use only

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

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/19/2023

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

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

<b>PRODUCER</b> FNIC P.O. Box 45279 Omaha NE 68145	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 402-861-7000	<b>FAX (A/C, No):</b>
<b>INSURED</b> Academy of Model Aeronautics, Inc. &/or Affiliated &/or Associated Chartered Clubs, Chapters & Members Thereof 5161 E. Memorial Drive Muncie IN 47302	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Illinois Union Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

NAIC #  
27960**COVERAGES**

CERTIFICATE NUMBER: 1145832157

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 checked="" type="checkbox"/> LOC OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ \$1,500,000 General Aggregate \$4,000,000

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

Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

**CERTIFICATE HOLDER****CANCELLATION**

Hamburg Township  
PO Box 157  
Hamburg MI 48139

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

AUTHORIZED REPRESENTATIVE

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**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 13, 2024

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers RC Annual Airshow 2024 – Manly Bennett Park – East  
Park Use Application for Special Event in RC Airfield

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated February 8, 2024, for the Hamburg Flyer's RC Annual Airshow proposed to be held on August 10, 2024 with a rain date of August 11, 2024.

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

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





## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

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

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

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

Applicant Name: Hamburg Flyers RC Club, Inc.

Date(s) of Event: Aug 1 @ rain date Aug 11 2024 Time(s) of Event: Noon -5:00

Applicant Address: Manley Bennett Airport 10405 Merrill Rd.

Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg

State: MI

Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571

Contact's E-Mail: E8D68@aol.com

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

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

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

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

#### Insurance Information:

Insurance Carrier: See attached

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

Policy #: TBD Renewal needed Expiration Date: TBD 3/31/24

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

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



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

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

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

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

educational seminars, community education an awareness

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

Average of participants/spectators/guests anticipated at any given time: 1-200 +/-

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

Manley Bennett Airport

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

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

Number of Volunteers: 1-100 +/-

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Yes

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

Manley Bennett Airport

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

No

Will admission be charged? If so, how much: \_\_\_\_\_

No

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

No

TBD

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.*

TBD

Will there be Fireworks or any other pyrotechnic display? If so, describe: \_\_\_\_\_

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

No

Will there be any animals present? If so, describe: \_\_\_\_\_

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

No

Will there be Amusement rides or games? If so, describe: \_\_\_\_\_

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



Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Member and guest

personal vehicles driven to and from the site.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, 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: Yes. Lawn and maintenance service.

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

### Organized Sports and/or Sporting Events:

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

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

### Release of Liability & Indemnification Agreement

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

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



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

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

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

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

Initials: SL

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: SL

Applicant's Signature: Eugene Donce Date: 2/8/24

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

Parks Coordinator: [Signature] Date: 2/12/24

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**For office use only**

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

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/19/2023

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  
FNIC  
P.O. Box 45279  
Omaha NE 68145

## CONTACT

NAME:

PHONE  
(A/C, No, Ext): 402-861-7000FAX  
(A/C, No):

E-MAIL

ADDRESS:

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Illinois Union Insurance Company

27960

INSURED  
Academy of Model Aeronautics, Inc.  
&/or Affiliated &/or Associated Chartered  
Clubs, Chapters & Members Thereof  
5161 E. Memorial Drive  
Muncie IN 47302

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 1145832157

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	G22011534018	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability	Y	Y	G22011546018	3/31/2023	3/31/2024	Limits per Occ General Aggregate \$1,500,000 \$4,000,000

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

Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

## CERTIFICATE HOLDER

Hamburg Township  
PO Box 157  
Hamburg MI 48139

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 13, 2024

To: Parks & Recreation Committee  
Hamburg Public Safety  
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Huron 100 Races – Huron 100 Endurance Run Ultramarathon  
June 8 & 9, 2024 – Uses small portion of Lakelands Trail with activity on roads  
in Hamburg Township and parts of Brighton State Recreation Area.

We are in receipt of Park Use Application from Huron 100 Races for use of a small portion of the Lakelands Trail, and the surrounding Hamburg area. This is a 2-day event which is described more fully in their attachment outlining the run details. The number of participants is under the Public Safety threshold, however, due to the nature of this event, and the fact that it affects areas outside the Parks & Recreation scope, I believe a review and involvement of Community Service Sergeant Paul/Public Safety Committee is necessary for this exposure.

If this application is recommended for approval, it should be done so with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that Public Safety review the application and make their recommendation to the Township Board for an action plan, if any.

Park fees are not charged for events on the Lakelands Trail, but are added to the event calendar in order for the public to be aware of them.





## Hamburg Township Manly Bennett Park

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

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

#### Applicant Information:

Event Sponsor (or name if family or individual use): Huron 100 Races  
Huron 100 Endurance Run  
Name of Event: \_\_\_\_\_  
Ultramarathon  
Type of Event: \_\_\_\_\_ Park Use Category #: Select One  
Dan Hughes  
Applicant Name: \_\_\_\_\_  
June 8th and 9th 10am 6/8 - 7pm 6/9  
Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_  
11993 East Shore Drive  
Applicant Address: \_\_\_\_\_ Suite or Apt #: \_\_\_\_\_  
Whitmore Lake MI 48189  
Applicant City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dan Hughes  
Contact Person (present during use): \_\_\_\_\_  
Contact's Affiliation with Applicant: \_\_\_\_\_  
810 - 206 - 9767 Hughesdvm@gmail.com  
Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_  
Event Co-applicant, if any: \_\_\_\_\_  
All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant: \_\_\_\_\_  
Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

Alliance of Nonprofits for Insurance  
Insurance Carrier: \_\_\_\_\_  
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.  
2024 - 82060 02/01/2025  
Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
1,000,000 1,000,000  
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)*

The Huron 100 is a point-to-point ultramarathon that begins  
Please describe the event you propose to host: \_\_\_\_\_  
in Waterloo State Rec area and ends in Proud Lake State Rec Area. The race will cross through  
Hamburg Township while on the Mike Levine Lakeland trail as well as a few roads (Chambers, Hammel)

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

Average of participants/spectators/guests anticipated at any given time: 10

Site of Proposed Event; include all areas of the parklands that will be used: The Lakeland Trail just East of Farley  
Road to just behind Country Elementary School (This is about a 1 mile stretch). Brighton State Recreation area

is the other major park used within Hamburg Township but permits are pending with the DNR for that area.

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

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

Number of Volunteers: 50 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

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

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*  
Registration fee for runners, \$250

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

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

Will Food/Beverages be served? If so, types of food and name of persons serving: Food will be provided to  
runners at the aid stations as well as water and electrolytes. None of this will occur on the

Lakeland Trail.

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*  
No

Will there be Fireworks or any other pyrotechnic display? If so, describe: \_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*  
No

Will there be any animals present? If so, describe: \_\_\_\_\_

*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.*



No

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

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

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

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

Just to allow runners to use the Lakeland trail and  
Specific services required from the Township, if any: \_\_\_\_\_  
for us to have some course markings along the route. There will be signage indicating the 50 mile  
finish line, off the Lakeland Trail into Country Elementary School.

See attached. It should be noted that  
Other information regarding your event that you feel may be helpful: \_\_\_\_\_  
this race takes place over 33 hours, however, only part of this will take place in Hamburg Township.

We are a non-profit that will be donating proceeds to the Huron Watershed Council to protect the river

## 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:  
We plan on holding this ultramarathon every year in early June, if it is successful. See attached for

more detailed information. Our goals are to give back to the local running community, help our  
local economies and help protect the environment, especially the Huron River Watershed.

## 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.

DH

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

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

DH

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

Applicant's Signature: Daniel Nijm Date: 2/7/2024  
Co-applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parks Coordinator: [Signature] Date: 2/12/24

**For office use only**

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

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

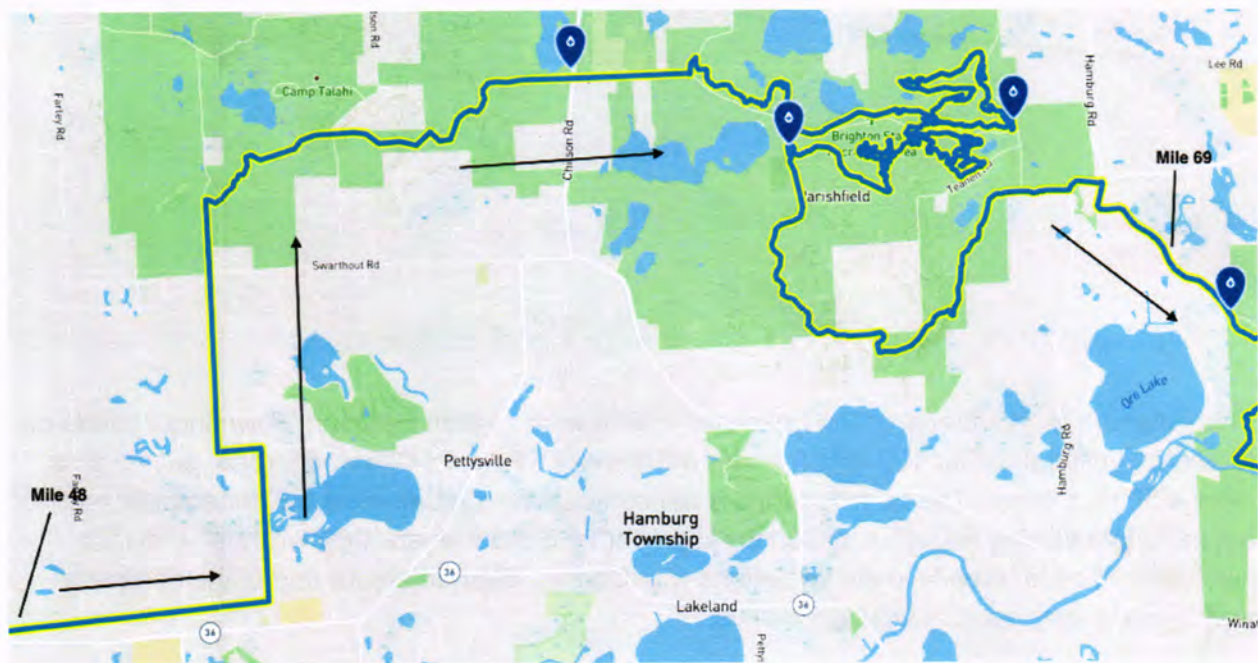
Hamburg Township Representative: \_\_\_\_\_



## Hamburg Township

### Huron 100 Endurance run details:

The Huron 100 is a 100 mile foot-race through the Waterloo-Pinckney area and Huron River Watershed. It starts in the Waterloo State Recreation area at Portage Lake and ends in Proud Lake at the Huron River. The race traverses several trail systems throughout DNR lands as well as Metroparks, dirt roads and some paved roads. The entire course can be viewed on Hellodrifter (<https://www.hellodrifter.com/embedded/v1/t9SSVz>). We have attached a smaller map in this document, that shows how the route moves through Hamburg Township. We are limiting the event to 100 participants to run this course on June 8th and 9th, 2024. We don't expect nearly that many participants this first year, but can let you know actual numbers much closer to the event.

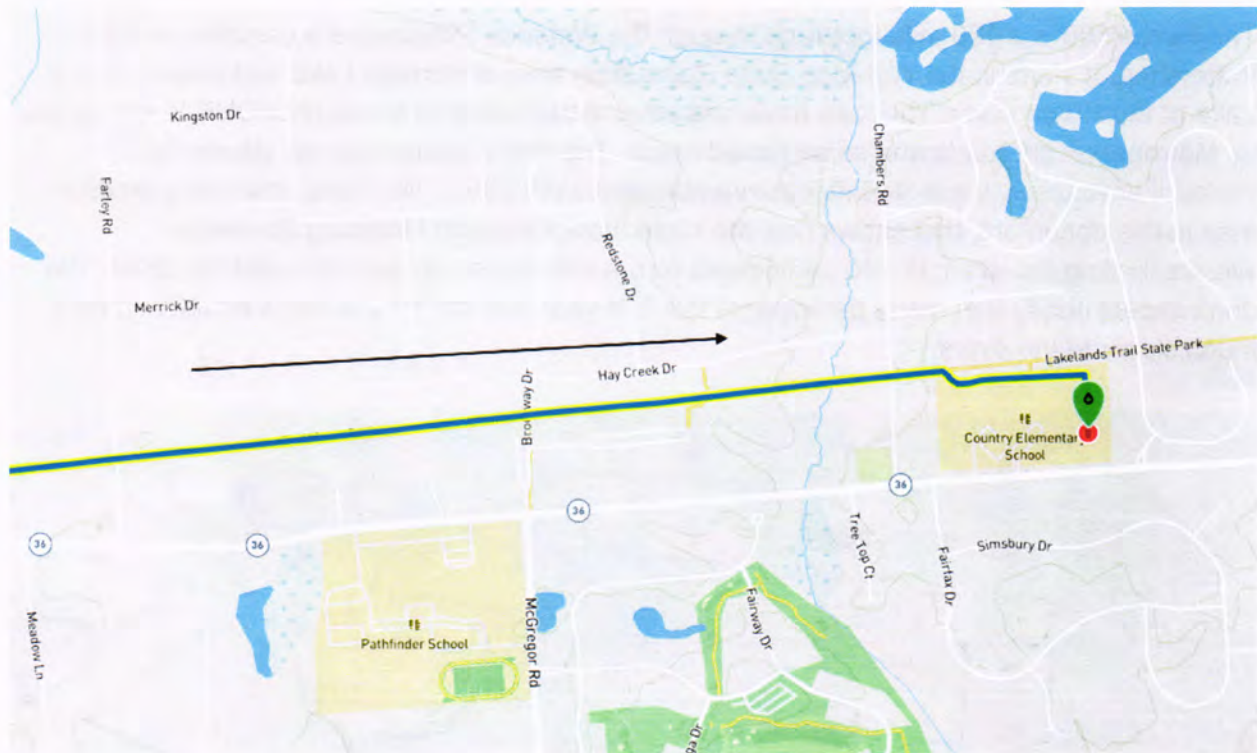


The map above shows the overall route through Hamburg Township along with where we are setting up aid stations within the parks (blue icons). Runners will enter Hamburg Township via the Lakeland trail around mile 48 and will leave the Township at some point on Hammel Road, around Mile 69. We have permits pending with the DNR for use of state lands within Brighton State Recreation area as well as on the Lakeland Trail. We also have calls into the Livingston County Road Commission regarding usage of Chamber's Road, Maltby road and Hammel Road as our connecting routes.

It should also be noted that at this point in the race, runners will be very spread out. The fastest runner may reach mile 48 as early as 6pm, 6/8 and the slowest runner may get there at 1am 6/9. We have an enforced cut-off at the mile 47 aid station that does not allow runners to



proceed after 12:30am. This means that the majority of runners will be passing through Hamburg during the evening and overnight hours. We expect the last runner to be through Mile 69 (border of Hamburg and Green Oak Township) by 7:00am on 6/9.



This map shows the stretch of the Lakeland Trail that falls within Hamburg Township. It adds up to about 1 mile total. Our 100 mile runners will take a LEFT onto Chambers road, but we also have a 50 mile event. The 50 mile runners will continue on the Lakeland trail for another tenth of a mile before turning RIGHT into Country Elementary School where they will host a 50 mile finish line. We are already in conversations with Country Elementary for use of their property and they are very open to working with us.

### **Final thoughts:**

We understand that this event is quite odd. Ultramarathons have increased in popularity over the years and there has been a growing demand for a point-to-point, 100 race in Southeast Michigan (which does not yet exist). My primary job is a small animal veterinarian and putting on this race is definitely a passion project. I don't plan putting out more events but do want to make the Huron 100 a yearly event that benefits the community. I don't have any interest in profiting off of this event, which is why we created the race company as a non-profit. All proceeds will be donated to the Huron River Watershed Council to help protect this beautiful area.

The challenges of a point-to-point race are providing the numerous aid stations along the route as well as obtaining the numerous permits from parks, Townships, etc. We ask that when coming up with a permit fee for our event, that you take these factors in mind. We plan on being



a cupless event and to leave no trace as we move along the course. Given that the Hamburg Township section is a night, we expect there to be minimal impact on others within the community.

Thank you for reviewing our application and please let me know if you have any questions or concerns!

Dan Hughes  
Huron 100 Race Director  
810 - 206 - 9767



**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 14, 2024

To: Parks & Recreation Committee &  
Hamburg Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Livingston Christian High School– Soccer Field Use – 2024 Season  
Primary Use of Field #H6 – To be scheduled with Coordinator

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

Should this application be recommended for approval, it should be done so based on the application from Livingston Christian High Schools dated 2/14/24 as provided in the packet, contingent on receiving the Certificate of Insurance renewal, and the Clerk Department being provided all requested documents to their satisfaction.

Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block, and invoices will be processed at month end based on actual use. They will be scheduled primarily on H6, but field use will be subject to availability. They will be advised of Blackout Dates, and construction schedule.





## Hamburg Township Manly Bennett Park

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

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Livingston Christian Schools

Name of Event: LCS Soccer

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

Applicant Name: Livingston Christian Schools

Date(s) of Event: March to May 2024, August to Oct 2024 Time(s) of Event: 4:00-6:00pm

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

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Jason Stiles

Contact's Affiliation with Applicant: Athletic Director

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

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

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

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

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

#### Insurance Information:

Insurance Carrier: Certificate on file with Township To provide renewal

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

Policy #: \_\_\_\_\_ Expiration Date: 6/1/24

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: Boys/Girls Soccer Practices & Games

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

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

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

Soccer Fields (primary use on Field H6)

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

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

Number of Volunteers: 2 Are Volunteers trained?: Yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Sports team tent If so, please indicate locations: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### Organized Sports and/or Sporting Events:

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

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

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

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

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



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

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

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

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

Initials: JS

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JS

Applicant's Signature: [Signature] Date: 2/14/24  
Co- applicant's Signature: [Signature] Date: 2/14/24  
Parks Coordinator: [Signature] Date: 2/14/24

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**For office use only**

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

Meeting Approval Dates: 2/20/24 Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/14/2023

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).

<b>PRODUCER</b> Trust Shield Insurance Group 452 N. Grand PO Box 699 Schoolcraft MI 49087	<b>CONTACT NAME:</b> Wendy Alley	
	<b>PHONE (A/C, No, Ext):</b> (269) 649-1914	<b>FAX (A/C, No):</b> (269) 649-1942
	<b>E-MAIL ADDRESS:</b> walley@trustshieldins.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Livingston Christian Schools 7669 Brighton Road Brighton MI 48116	<b>INSURER A:</b> Citizens Insurance Co of Ameri	<b>NAIC #</b> 31534
	<b>INSURER B:</b> Hartford Fire Insurance Co	19682
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 23/24 **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 VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		ZDI576706914	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			U7I576906214	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A		81WECBY9477	06/01/2023	06/01/2024	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

RE: Use of Soccer Field @ Manley-Bennett Park

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Hamburg Township 10405 Merrill Road PO Box 157 Hamburg MI 48139	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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