

TO: Parks & Recreation Committee, Public Safety, & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 27, 2025

AGENDA ITEM TOPIC: Park Approval – Hometown Half – Use of WP and Lakelands Trail – May 24, 2025

Number of Supporting Documents: **1 Application Packet**

Requested Action

Consider approval of the Park Use request for Hometown Half, as outlined in application from Bodies Race Company dated 3/17/25, for event to be held May 24, 2025 using Parking lot in West Park which will prohibit all other uses, contingent on the Clerk Department be provided all requested documents to their satisfaction, and that application be referred to Public Safety for Hazard level before going to the Township Board for final approval.

Background

This is a new event being proposed and they anticipate approximately 300 participants/guests for the event. Their plan is to use the West Park parking lot and run from there, ending back in West Park. It looks like the event will be over and cleared out by Noon.

Should the board decide to proceed, a hazard level and fee would need to be established for the use of West Park parking as our regular park users would be displaced from using the facilities on a Saturday morning.

Applicant is out of Greenwood, MO.

Draft Motion by Parks & Recreation Committee – March 25, 2025

Motion by Miller, supported by Muck, to recommend motion to deny use of the Manly Bennett Park West parking lot due to lack of park availability and staffing concerns.

Ayes – 4

Motion Carried

It was further recommended that a Public Gathering Permit process be considered, and that Township Counsel provide a legal review of events held on the Lakelands Trail regarding oversight and liability.



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): Bodies Race Company

Name of Event: Hometown Half

Type of Event: 5/10k and 1/2 marathon Park Use Category #: Select One

Applicant Name: Maeghan Weygandt

Date(s) of Event: 5/24/25 (saturday) Time(s) of Event: 7am-1030am

Applicant Address: 32808 E Stringtown Rd Suite or Apt #:

Applicant City: Greenwood State: Mo Zip: 64034

Contact Person (present during use): TBD

Contact's Affiliation with Applicant: Race Director

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:

Insurance Carrier: Acord

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

Policy #: AES1212533303 Expiration Date: 7/30/25

Limit of General Liability: 2Million 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: Timed 5/10k and 1/2 marathon race

https://runsignup.com/Race/MI/Ypsilanti/HometownHalfMarathon5k10kAnnArbor

Total Number of participants/spectators/guests anticipated during event: 300

Average of participants/spectators/guests anticipated at any given time: 300

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

The parking lot of the soccer fields

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

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

Number of Volunteers: 4-6

Please attach copy of Volunteer Handbook if applicable

Are Volunteers trained?: just handing out water at the water stations

Will tents be used?: yes 10x10 pop up canopy If so, please indicate locations: start/finish area

2 10x10 pop up tent/canopy with rubber or sand weights

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: Just a participation fee- \$40

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: _____

Only Prepacked granola bars and waters will be provided

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

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

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

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

Pets 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: we will hire officers for any traffic intersections

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

Specific services required from the Township, if any: _____

Other information regarding your event that you feel may be helpful: We have many races at Kensington Metro Parks and in South Lyons and can provide letters of recommendation as needed

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: mw

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance³ with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: mw

Applicant's Signature: Maeghan Weygandt Date: 3/17/25

Co- applicant's Signature: [Signature] Date: 3/20/25

Parks Coordinator: [Signature] Date: 3/20/25

For office use only

Comments: _____

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

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____

Deby Henneman

From: Maeghan Weygandt <admin@bodiesrc.com>
Sent: Monday, March 17, 2025 4:38 PM
To: Deby Henneman
Subject: 5/24 West Bennet Park
Attachments: Untitled drawing (84).pdf; Park Use Application & Release of Liability.pdf

Thank you so much for your time today. I've attached the application form and the site map to this email. One thing to note is we would set up at 5am, race from 7-1030am and be cleaned up and out by noon. We anticipate 300, so would have 150-200 cars parking.

This is the Run Sign Up page so you can see more about our event [Hometown Half Marathon & 5k/10k - Ann Arbor](#). This is the course map [West Bennett Park 1/2 Whitmore Lake Route - MapMyRun](#) and I assume that this will go outside of your jurisdiction and if there's anyone else we need to permit with as well we'll be happy to do so. I can get you a certificate of insurance for whatever needed as long as I have the name and address of the additional insured and any details you want included. I can have that within a couple of days. Anything else you need please let me know and I'll be happy to provide it asap.

Thanks again for your time and I look forward to hearing from you

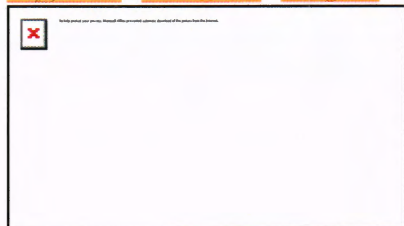
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Thank You,
Maeghan Weygandt
816-616-2138

Bodies Race Company

Support Team

[Facebook](#) | [Instagram](#) | [Website](#)





Start/Finish: Timing equipment, generator, small pa system, inflatable archway, 10x10 pop up canopy, first aid

