



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

TO: Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 31, 2026

AGENDA ITEM TOPIC: Park Approval – Jogging For Jakey – 5K Fundraiser – August 29, 2026

Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use application for the Jogging for Jakey 5K Fundraising Event, submitted 2/21/26, contingent on the following:

- **That the use be allowed use of the Lakelands Trail within the Hamburg Township borders as well as the pavilion and linking trails in West Park**
- **The Clerk Department be provided with all requested documents to their satisfaction**
- **That the Township Board consider waiver of park fees due to the nature of the event**
- **That the final approval be copied to the MDNR and Public Safety**
- **Directional and/or safety signage in support of the event be administratively approved**

Background

We are in receipt of a Park Use Application from Courtney Smotherman who is requesting access to the Lakelands Trail via West Park to hold a 5K Race on August 29, 2026. 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 a charity of their choice. Blackout for this event will not be necessary as the parklands will still be open to use by others.

Hamburg Township is a past recipient of a grant in the amount of \$3,000, which will be applied toward an accessible feature in the West Park playground improvements.

Waiver of the established Park Use fee due to the nature of the event has been made in the past and is requested as consideration for this year's event as well. It should also be considered that no fees are charged for events on the Lakelands Trail at this time.

Parks & Recreation Motion from 3/24/26 meeting:

Motion by McCabe, supported by Miller, to recommend approval of the application dated 2/21/26 for the Jogging for Jakey 5K Fundraising Event, contingent that use does not extend outside of Hamburg Township, that the Clerk Department be provided all requested documents, that the board consider a waiver of fees, that signage be administratively approved, and that Public Safety and MDNR be copied on the approval packet.

Ayes: 3 (Absent: Dolan, Michniewicz)

MOTION CARRIED



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

Name of Event: Jogging for Jakey

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

Applicant Name: Courtney Smotherman

Date(s) of Event: August 29th scheduled Time(s) of Event: 930 am

Applicant Address: 8182 Alyssa Drive Suite or Apt #:

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Courtney Smotherman

Contact's Affiliation with Applicant: applicant

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

Event Co-applicant, if any: Brenden Smotherman

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

Co-applicant relationship to Applicant: husband

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

Insurance Information:

Insurance Carrier: Will obtain closer to date and send in

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

Policy #: Expiration Date:

Limit of General Liability: Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

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

Please describe the event you propose to host: The event hosted is an annual jogging for Jakey 5k in memory of brother Jakey! All of the proceeds of the race will be donated to charity (one yet to be determined, but will let you know). ✓

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

Average of participants/spectators/guests anticipated at any given time: 55

Site of Proposed Event; include all areas of the parklands that will be used: Bennett Park off of Merrill road (on the other west side of the street across from the official Bennett Park

Entrance). The race will be on the paved path of Lakeland Trails until Pettys and loop back (not crossing roads)

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: _____

one small tent will be used for check in

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, \$35 per person

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: pre-packaged food will be given after the race, along with water ✓

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: _____

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 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: Cowling Smotherman Date: 2-21-26
Co-applicant's Signature: Annika Smith Date: 2-21-26
Parks Coordinator: [Signature] Date: 3/19/26

For office use only

Comments: _____

Meeting Approval Dates: 3/24/26 Parks & Recreation N/A Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

12:18

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Jogging for Jakey 2025 Route

