



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

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 21, 2024

AGENDA ITEM TOPIC: Parks & Rec – Heritage Vintage Market – September 29, 2024 – 10AM-4PM

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

Requested Action

Approval of the Park Use request for the Heritage Vintage Market Event to be held on September 29, 2024 as outlined in their application and as recommended by the Parks & Recreation Committee, with a Low Hazard level as set by the Public Safety Committee at their meeting held February 7, 2024.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Setup shall start no earlier than 3PM on Sept 28, 2024
- Installation of informational, directional, and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved

Background

Motion by Parks & Recreation Committee was made at their meeting on January 23, 2024 as follows:

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

Motion by Public Safety Committee was made at their meeting on February 7, 2024 as follows:

Motion by Hohl, second by Hughes, for a low hazard level.

Passed unanimously

Additional Details

- Public Safety Committee review done – Low Hazard set based on past experience with applicant
- This use will cause the need for BLACKOUT DATES EP – September 29, 2024 (10AM-4PM)
- Park Fees for this user will be \$750.00 per day, incl a \$500 non-refundable hold-the-date deposit
- Public Safety Fees for this user will be \$0 per day for 0 public safety personnel
- Use will not require dumpster, and minimal portable toilet costs TBD

Attachments

- Park Use Application with detailed proposal and sign sample



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Heritage Vintage Market

Name of Event: TBD September 2024

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

Applicant Name: Shari Blackburn Joseph Pedrotti

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

Applicant Address: 9040 Farley Rd Suite or Apt #:

Applicant City: Pinckney State: Mi Zip: 48169

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

Contact's Affiliation with Applicant:

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

Event Co-applicant, if any:

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

Co-applicant relationship to Applicant: Husband Joe Pedrotti

Co-applicant's phone: 8108446888

Insurance Information:

Insurance Carrier: Heartland Insurance

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

Policy #: B177075 Expiration Date: 12/2/2024

Limit of General Liability: 2.000.000 Occurrence 2.000.000 Aggregate

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

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

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

* Signage requested also on site as well as trailheads & Merrill Corner.

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

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

Site of Proposed Event; include all areas of the parklands that will be used: Same areas as our event Sept 10th 2023 to include to area with irrigation using tents with weights for hold down only -advised no stakes allowed in this area/also no vehicles

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

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

Number of Volunteers: no Are Volunteers trained?: _____
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: yes If so, please indicate locations: Same areas as our event Sept 10th 2023 to include to area with irrigation using tents with weights for hold down only
Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: 4.00

Parking fee charged? If so, how much: 0 Valet service available? no but we will have

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

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

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

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

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

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Standard size Trucks and Tr
for unloading and loding of products but not during public open hours.

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

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

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

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

Other information regarding your event that you feel may be helpful: we would need limited access to the park
area on 9/21 for limited setup and layout

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional info9rmation or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.

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

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

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

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

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

Initials: SLB

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

Initials: SLB

Applicant's Signature: Shari Blackburn Date: 11/30/23

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

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

* See sign sample
For office use only
Comments: 2023 was medium hazard with public safety fees waived. Portable toilets 400.00 could have used less units or perhaps extra cleaning of cars.

2/7/24 Assigned Low Hazard by Public Safety

Meeting Approval Dates: 1/23/24 Parks & Recreation 2/7/24 Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____



Good Ol' Days Fall Fest

Presented By

Heritage Vintage Market

September 10th 11am-4pm

100+ Crafters, Vendors and Food

Hay Rides, Kids Bounce House

Dancing Witches

Manly W. Bennett Park

10405 Merrill Rd.

Whitmore Lake MI, 48189



Vendor Opportunities at www.oldeheritagemarket.com