



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 23, 2024

AGENDA ITEM TOPIC: Park Use Application – The No Minds Left Behind 5K

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

Requested Action

To approve the application, submitted by Genesis House/Livingston County Community Mental Health, as provided for the 2024 No Minds Left Behind 5K Run/Walk, contingent on all requested information being provided to the Clerk’s Department to their satisfaction, that Park fees, if any, be waived due to the nature of the event and location, and that public safety be made aware of the event.

Background

Applicant is requesting use of a portion of the Lakelands Trail, with possible use of the Village Trailhead, for a 5K on May 5, 2024. They are requesting limited use of the Lakelands Trail for this event, which will not warrant a Blackout and the route will circle back to the staging area which is proposed for either Zukey Lake or the Village Trailhead location at this time.

Approval anticipates the plans being finalized with the Parks Coordinator and Community Service Sergeant Paul, with outside vendors, if any, requiring approval by way of a Tent Permit Application and Fire Inspection. Number of participants is low so no public safety personnel will be required.

This application came after the Parks and Recreation Committee meeting on February 20, 2024, and the timing is as such that it cannot be held until the meeting in March.



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): Genesis House / Livingston County Community Mental Health

Name of Event: The No Minds Left Behind 5K Run/Walk

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

Applicant Name: Mike Leahy

Date(s) of Event: May 4th, 2024 Time(s) of Event: 10:00-12:00

Applicant Address: 1137 E. Grand River Suite or Apt #: _____

Applicant City: Howell State: MI Zip: 48843

Contact Person (present during use): Mike Leahy

Contact's Affiliation with Applicant: Genesis House Program Director

Contact's Phone: (517) 234-1880 Contact's E-Mail: mleahy@cmhliv.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 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: This is the 8th year of our annual No Minds Left Behind 5K.
Our hope for this event is to raise awareness of and bring support for people with mental health conditions.

Total Number of participants/spectators/guests anticipated during event: 150

Average of participants/spectators/guests anticipated at any given time: 125

Site of Proposed Event; include all areas of the parklands that will be used: Zukey Lake Tavern or the Village Trailhead
are possible sites begin and end the run. It will be an out and back route along the Lakeland Trail.

Zukey Lake tavern is pending approval.

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: _____ Are Volunteers trained?: _____
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Likey, yes If so, please indicate locations: Start of route

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: \$25-\$30 registration fee, depending on date registered

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: _____

Just water bottles and packaged snacks

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: A small number of participants may bring a dog to walk with

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: None

Other information regarding your event that you feel may be helpful: We've held this event successfully for many years now, the last several years we utilized the Community park in Fowlerville. Due to renovations, they are not hosting events this year. We have always had a county-wide focus, so we would love to go to Hamburg!

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: _____

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: _____

Applicant's Signature: _____ Date: _____

Co- applicant's Signature: _____ Date: _____

Parks Coordinator:  _____ Date: 2/23/24

For office use only

Comments: _____

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

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____