

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: Post a PR Cross Country Invitational

Type of Event: High School Cross Country Invitational Park Use Category #: Select One

Applicant Name: James Wicker

Date(s) of Event: November 1st 2022 Time(s) of Event: 1 pm - 7 pm

Applicant Address: 10255 Dexter Pinckney Rd. Suite or Apt #: _____

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Brian Wardlow

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

Event Co-applicant, if any: Tom Mcallef

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

Co-applicant relationship to Applicant: XC meet director

Co-applicant's phone: _____

Insurance Information:

Insurance Carrier: You have insurance information already from previous events exp 7/1/22

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: High School Cross Country invitational there will be six races total

Total Number of participants/spectators/guests anticipated during event: 2,000

Average of participants/spectators/guests anticipated at any given time: 2,000

Site of Proposed Event; include all areas of the parklands that will be used: East Bennett Park, but will need West Bennett for Bussing.

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

Will tents be used?: Team tents If so, please indicate locations: South Baseball fields

Please show location on map

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 \$10 per car to help fund Pinckney XC

Parking fee charged? If so, how much: See above Valet service available? jBus will drop off eas

Will Food/Beverages be served? If so, types of food and name of persons serving: May have a coffee truck
if it is cold. He is health department approved. Also, meet tee shirt vendor tent. - Copies

of Ins & Health Permits required - also fire insp.

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 athletic events ✓

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 the timer and I will drive my truck around to set up course

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: Meet director has a medical person at meets and an athletic trainer will be 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: None

Other information regarding your event that you feel may be helpful: This is an event that will bring a lot of people to Hamburg Twp. who normally would not be here and spending money at local businesses

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 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: 10/10/22

Co- applicant's Signature: Tom Mcalfe Date: 10/2/22

Parks Coordinator: [Signature] Date: 10-11-22

For office use only

Comments: Medium Hazard Set at Public Safety Meeting - 10/12/22

Meeting Approval Dates: 10/12/22 Parks & Recreation 10/12/22 Public Safety 10/12/22 Township Board

Application has been (Circle one)

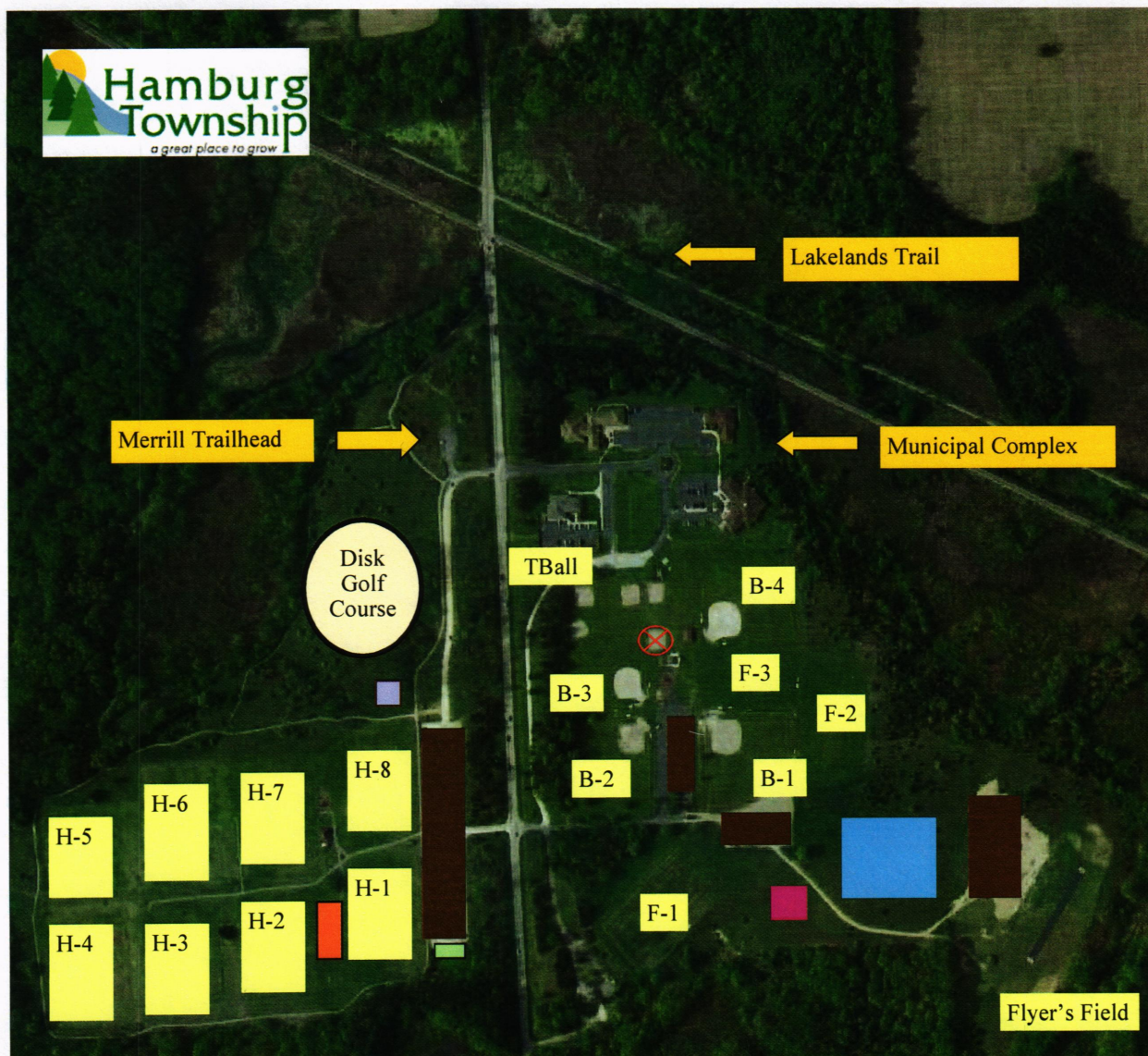


Approved



Denied

Hamburg Township Representative: _____



Manly Bennett West Park Soccer Fields

H-1/ 1- 11v11 (useable field 240' x 390')
 H-2/ 2- 8v8 (useable field 310' x 390')
 H-3/ 1- 8v8 (useable field 245' x 360')
 H-4/ 2- 6v6 (useable field 330' x 250')
 H-5/ 2- 6v6 (useable field 270' x 250')
 H-6/ 1- 11v11 (useable field 250' x 350')
 H-7/ 1- 8v8 & 1- 6v6 (useable field 250' x 350')
 H-8/ 1- 6v6 & 3 Youth fields (useable field 290' x 340')

-  Parking Areas
-  Best location for tent to avoid sprinkler system
-  Best location for an event dumpster
-  Adult Outdoor Workout Area

Manly Bennett East Park Baseball, Football & RC Flyer Fields

B-1/ Lg Ball Diamond - 300' sides x 510' arch
 B-2/ Med Ball Diamond - 220' sides x 375' arch
 B-3/ Med Ball Diamond—250' sides x 450' arch
 B-4/ Med Ball Diamond—330' sides x 555' arch
 T-B/ T-Ball Diamonds 5, 6, 7, & 8 - 75' sides x 160' arch
 F-1/ Football Field with Goals - 235' x 390'
 F-2/ Football Practice field—240' x 360'
 F-3/ Football Practice field—210' x 330'

Flyer's Field/ Use limited to RC flight related activity and requires monitoring by Hamburg RC Flyers Club
 Users must contact them for use: hamburgflyers.org

-  Parking Areas
-  Large Event Area
-  Sand Volleyball Court



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

Due to the size of your event, it will be necessary for you to supply extra portable toilets, an extra cleanout for the Township supplied portable toilets and an event dumpster. You are welcome to provide services/facilities through the vendor(s) of your choice, in which case a Certificate of Insurance, naming Hamburg Township as additional insured is required as follows:

Description of Operations Clause:

The Township of Hamburg, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers are added as Additional Insured as pertains to _____ event taking place in Manly Bennett Park _____, on Merrill Rd., for the dates of _____. It is understood and agreed that thirty (30) days advance written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change in Coverage will be mailed to Hamburg Township.

Certificate Holder:

Hamburg Township
Attn: Parks & Recreation
P.O. Box 157
Hamburg, MI 48139

Should you opt to have Hamburg Township assist you with services/facilities through our current vendors, the contact information is as follows:

Trash Service:

Vendor: Monroe's (810) 231-1055
Vendor: Advanced Disposal (888) 443-1717
Service: Event Dumpster
Must be removed no later than 1 day after completion of event.

Portable Toilet Service:

Vendor: Portable Toilet Services (PTS) - (248) 529-3159
Service: Portable Toilets
Additional charges may apply for required extra clean-outs of Township units. Must be removed no later than 1 day after completion of event.



**Hamburg Township
Parks & Recreation**

**Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
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www.hamburg.mi.us**

Memorandum

Date: April 12, 2016

To: All Parkland User Groups

From: Deby Henneman, Parks Coordinator

Re: Vendor Inspections at Large Events/Tournaments

All vendor displays will now be required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). As part of this process, a tent permit application is required, and must be completed by the applicant who is hosting the event. The Tent Permit Application must include a list of all vendors who are expected to be present, and the date and time of their anticipated set-up. This process pertains to all vendors, in whatever type of display they sell from.

It is highly recommended that inspections be done in advance of the event start. This will allow time for the vendor to take corrective action on any issues found, and the HTFD ample time to re-inspect the display. Any vendor who is not in compliance by the start of the event, will be asked to vacate the premises.

The Tent Permit Application must be completed and returned to the Parks Department no later than 2 weeks prior to your event. Certificates of Insurance, and copies of Health Department Certificates if applicable, should be submitted to the Parks Department no later than 1 week prior to your event. I have attached the required language for Certificates for your reference. The permit fee for each application will be covered by the park fees invoiced for use of the facility.

Questions regarding this process should be directed to Fire Inspector Jordan Zernick (810) 222-1100, or Park Coordinator Deby Henneman at (810) 222-1124.



Hamburg Twp. Fire Dept.

10100 Veterans Memorial Dr. PO BOX 157 Hamburg, MI 48139

Ph: 810.222.1100 Fax: 810.231.1974

Permit Fee: \$50.00

Payable to Hamburg Township Fire Dept.
10 days prior to event

Permit No: _____

Date Issued: _____

TENT PERMIT APPLICATION

Event Name/Type:

Address of Tent Location:

Date(s) of Event:

Start Time:

End Time:

OWNER/OCCUPANT

Owner/Occupant Name:

Address:

Phone Number:

TENT INSTALLER

Tent Installer Name:

Address:

Phone Number:

EVENT COORDINATOR

Name of Event Coordinator:

Address:

Phone Number:

TENT INFORMATION

Size of Tent:

Number of Attendees:

Entertainment Type:

Dance Floor:

Stage/Platform:

Special Effects:

Describe Use in Tent:

Cooking in Tent?

☐ YES

☐ NO

Source of Heat:

Source of Power:

Heater Provided with Tent?

☐ YES

☐ NO

Source of Heat:

Source of Power:

Desired Date &

Time for

Inspection?

Date:

Time:

Inspector Approval:

Date:

VENDOR LIST (For Large Events)

Name of Vendor:

Address:

Phone Number:

Product Sold:

Number Of Employee:

Name of Vendor:

Address:

Phone Number:

Product Sold:

Number Of Employee:

Name of Vendor:

Address:

Phone Number:

Product Sold:

Number Of Employee:

Name of Vendor:

Address:

Phone Number:

Product Sold:

Number Of Employee: