



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

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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** March 8, 2024

**AGENDA ITEM TOPIC:** Park Use Application – PHBSA 2024 (Baseball) Opening Day Event  
May 11, 2024 – East Park Ball Diamonds - BLACKOUT  
Number of Supporting Documents: **1 Park Use Application**

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### **Requested Action**

**To recommend approval of the Park Use Application dated February 5, 2024 for PHBSA's Baseball/Softball Opening Day 2024, for BLACKOUT for all Diamonds on May 11, 2024, with Low Hazard level. Park Fee waiver is suggested due to the nature of the event, however, costs for Portable Toilets will be determined by the number of units suggested by the vendor and motion should include applicant reimbursing the Township for associated costs, as well as being contingent on the Clerk Department be provided all requested documents to their satisfaction.**

### **Background**

Applicant is requesting use of Manly Bennett Park East Baseball Diamonds, T-Ball Diamonds, and parking areas in East Park. This 1-day event which takes place on the same weekend as the Jaguar Soccer Tournament. Public Safety will be present for that event.

Due to the anticipated crowds and complaints we received from the public, this event will require additional portable toilets & extra cleaning of the units we have on site for regular park use. We will ensure that the applicant understands they will be required to clear the garbage barrels of excess trash.

This application contemplates no use of the concession stand, and outside vendors, if any, must be approved by way of a Tent Permit Application and Fire Inspection which has a \$50 fee. Fees for 2024 will need to be set, and fees paid in 2023 were \$0 for Parks, \$0 for Public Safety. They used the portable toilets on site, which required longer cleaning times when the vendor came for their regular servicing. No fees were charged by the vendor as a courtesy with the understanding that extra units/cleanings would be addressed this year.

**Parks and Recreation Committee recommended this use at their February 20, 2024 meeting, with suggested waiver of Park Fees, but charges for additional portable toilets and or cleanings & dumpster, if any, be paid by the applicant.**

**Public Safety recommended a Low Hazard level at their March 5, 2024 meeting.**



Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(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): \_\_\_\_\_

Name of Event: Pinkney Hamburg Baseball and Softball Association opening day

Type of Event: Kieth baseball opening day Park Use Category #: Select One 4- event use

Applicant Name: PHBSA

Date(s) of Event: May 11<sup>th</sup> Time(s) of Event: 8am-8pm

Applicant Address: PO Box 813 Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Chris Schell

Contact's Affiliation with Applicant: President PHBSA

Contact's Phone: 989-954-9978 Contact's E-Mail: cschell.fsm@gmail.com

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: United States Liability Insurance Company

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

Policy #: NP 1627114 Expiration Date: 1-19-25 - Need copy ASAP

Limit of General Liability: 2,000,000 Occurrence 1,000,000 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 and purpose to host

We will have every team playing a game on opening day to get the season started. We will also have league sponsor then all food trucks FOOD TRUCKS

Total Number of participants/spectators/parents anticipated during event 300 kids plus parents

Average of participants/spectators/parents anticipated at any given time 350

Site of Proposed Event include all areas of the park/tracks that will be used Baseball complex 1-8

350 Kids + Parents = 1,000

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

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? NO If so, please indicate locations: \_\_\_\_\_

*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: NO

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: yes, we will have food trucks and provide a full list of vendors to help

*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: yes, we will  
utility vehicles to prep the fields and food trucks  
*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: no - Gravel?  
Weed control & lawn care. Garbage  
removal. Portable toilets are  
Other information regarding your event that you feel may be helpful: supplied for  
seasonal use.

### 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:

Tournament type event

### 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: Ch Liu Date: 2-5-24

Co-applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 2/12/24

**For office use only**

Comments: Low Hazard with sugg waiver of Park fees, but costs associated w/ Portable toilets & garbage TB covered by app.

Meeting Approval Dates: 2/20/24 Parks & Recreation 3/5/24 Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)  Approved  Denied

Hamburg Township Representative: \_\_\_\_\_



required paperwork, including a Certificate of Insurance naming Hamburg Township as Additional Insured, being submitted to the satisfaction of the Clerk's office.

Motion made by Dolan, Seconded by Negri.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

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18. Parks & Rec – PHBSA - 2023 Opening Day Event

Motion to approve the Park Use request for the PHBSA Opening Day Event to be held on May 13, 2023 as outlined in their application dated February 6, 2023, and as recommended by the Parks & Recreation Committee, with a waiver of park fees due to the nature of the event contingent upon on all required paperwork, including a Certificate of Insurance naming Hamburg Township as Additional Insured, being submitted to the satisfaction of the Clerk's office, as well as payment and completion of the Tent Permit Application listing all outside vendors who will be present at the event in order to arrange inspections.

Motion made by Dolan, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

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19. 2023 Gravel Road Improvements

Motion to authorize the Clerk and the Supervisor to enter into and sign agreements with Livingston County Road Commission to complete the road repair work as outlined in the February 09, 2023 memo from Trevor Bennett to Supervisor Hohl.

Motion made by Hohl, Seconded by Hughes.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

20. Oneida Lake Canadian Goose Resolution

Motion to approve the Resolution as presented for the roundup of Canadian Geese on Oneida Lake.

Motion made by Hohl, Seconded by Negri.

Roll Call Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

Absent: Hahn

21. Building & Grounds - Fertilizer Contractor Selection - Bid Tab - 3 year Contract

Motion to follow the recommendation on the memo from Tony Randazzo dated 03/03/2023 and enter into an agreement with Green Pastures to provide fertilization as outlined in their bid.

Motion made by Hohl, Seconded by Hughes.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

22. Zoning Board of Appeals Appointment

Motion to appoint Genal Pratt to the Hamburg Township Zoning Board of Appeals effective March 13, 2023.

2023  
motion