



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: March 6, 2024

AGENDA ITEM TOPIC: Park Use Application – Pinckney High School Cross Country – Legends CC Invitational 2024
Number of Supporting Documents: **1 Park Use Application**

Requested Action

To approve the application, as submitted by Pinckney High School Cross Country dated 1/24/24, for the Legends Cross Country Invitational to be held September 27 & 28, 2024, contingent on all requested information being provided to the Clerk’s Department to their satisfaction, that the hazard level be set for public safety at a Medium, and that the fees for both Park Use and Public Safety be determined by the Board based on the working relationship with Pinckney Community Schools. Motion should include that costs for Portable Toilets will be determined by the number of units suggested by the vendor and that the applicant will reimburse the Township for associated costs.

Background

Applicant is requesting use of Manly Bennett Park East Cross-Country Course, and parking areas in East & West Park. This 2-day event will take place 1PM-7PM on September 27th, and 7AM-3PM on September 28th, 2024, after which the area will be open for the Heritage Vintage Market to start set-up.

Due to the anticipated crowds, this event will require additional portable toilets and extra cleaning of the units we have on site for regular park use. It will be especially important that our regular units be cleaned prior to the Heritage Vintage Market which is on the Sunday following this event. Both events hauled their own garbage last year and there were no concerns raised by Building & Grounds after either of the events, so a dumpster will not be required.

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, and Public Safety was reduced to \$300. They reimbursed us a total of \$640 for portable toilet costs which added 3 units and extra cleanings.

Parks and Recreation Committee recommended this use at their February 20, 2024 meeting.

Public Safety recommended a Medium 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 48139-0157
(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): Pinckney High School Cross Country

Name of Event: Legends Cross Country Invitational

Type of Event: Cross Country races Park Use Category #: 4 - Event Use

Applicant Name: James Wicker

Date(s) of Event: September 27th and 28th Time(s) of Event: Friday 1 pm - 7pm. Saturday 7am-3pm

Applicant Address: 6289 Buckshore Dr. Suite or Apt #: _____

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: Same

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

Event Co-applicant, if any: Brian Wardlow

All Co-applicants must also sign all applications and waivers.
Co-applicant relationship to Applicant: Pinckney High School Athletic Director

Co-applicant's phone: 810 225 5525

Insurance Information:

Insurance Carrier: Need copy asap
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: Two day Cross Country races. Middle School 2 mile races Friday and High School 5k races Saturday

Total Number of participants/spectators/guests anticipated during event: around 1, 000 each day

Average of participants/spectators/guests anticipated at any given time: 1,000

Site of Proposed Event; include all areas of the parklands that will be used: Races and spectator parking will take place in East Park and West Park parking lot will be used for bus parking after they drop off on eastside.

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: 15 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: yes

Parking fee charged? If so, how much: \$10 Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: One coffe truck "Good Sense Coffee

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 XC meets unless they are service dogs.

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, parking and Timer

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 we will have PHS Athletic trainer 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: Grass mowed on course

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:

Invitational XC 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: 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: 1/24/24

Co- applicant's Signature: Brian Wardlow Date: 1/24/24

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

For office use only

Comments: PHS Agreement requires
renewed 7/1/24 Medium
Hazard Rec 3/5/24 PS

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: _____

CERTIFICATE OF INSURANCE

| | |
|---|---|
| Producer SET SEG 1520 Earl Ave East Lansing, MI 48823 | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
| COMPANIES AFFORDING COVERAGE | |

| | |
|---|--|
| Insured Pinckney Community Schools 2130 E M-36 Pinckney, MI 48169 | A MASB-SEG Property/Casualty Pool, Inc. |
|---|--|

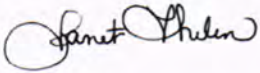
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

| CO LTR | TYPE OF INSURANCE | POLICY NUMBER | EFFECTIVE DATE | EXPIRATION DATE | LIMITS | |
|----------|---|---------------|----------------|-----------------|--|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury | PC-0000359 | 7/1/22 | 11/1/23 | BI & PD COMBINED OCCURRENCE BI & PD COMBINED AGGREGATE PERSONAL INJURY OCCURRENCE PERSONAL INJURY AGGREGATE | \$1,000,000 N/A \$1,000,000 N/A |

DESCRIPTION Varsity Cross Country Races and Practices

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|---|--|
| CERTIFICATE HOLDER Hamburg Township P.O. Box 157 Hamburg, MI 48139 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. |
|---|--|

AUTHORIZED REPRESENTATIVE


 Janet Thelen
 PROPERTY/CASUALTY DEPARTMENT

Date March 30, 2023