



**Hamburg Township  
Parks & Recreation**

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

**Memorandum**

Date: February 23, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: A2Zukey Relay – Park Use Application  
5K Race on Lakelands Trail

We are in receipt of a Park Use Application from Ann Arbor Running Company who is requesting access to the Lakelands Trail to hold a Recreational Relay on June 10, 2023 from 7:30AM to 11:00 AM. There is a fee for the event of \$33 per participant, and the event will not require any use of Manly Bennett Park.

Should the Committee recommend approval of the application as submitted, it should be contingent on a review by Public Safety with a request to set an event hazard level, as well as a contingency that a Certificate of Insurance be provided naming Hamburg Township as Additional Insured, that the board establish or waive a park use fee, and that all requested information be provided to the Clerk's Department to their satisfaction.



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:

Ann Arbor Running Company

Event Sponsor (or name if family or individual use):

A2ZUKEY RELAY

Name of Event:

Running

Type of Event: Park Use Category #: Select One

Brent McDermott

Applicant Name:

Sat. June 10

7:30am - 11:00am

Date(s) of Event: Time(s) of Event:

830 Bruce St

Applicant Address: Suite or Apt #:

Ann Arbor

MI

48103

Applicant City: State: Zip:

Brent McDermott

Contact Person (present during use):

Event Organizer

Contact's Affiliation with Applicant:

248-928-4379

brent@bouma.com

Contact's Phone: Contact's E-Mail:

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:

Hanover

Insurance Carrier:

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

Policy #: OHHA318042 Expiration Date: 06/03/2024 - will require renewal

Limit of General Liability: \$4,000,000 Occurrence \$2,000,000 Aggregate

\$3,000,000 \$3,000,000

Umbrella Coverage Limit (if any): Occurrence Aggregate

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

a recreational relay for runners in Washtenaw County. Teams of runners

Please describe the event you propose to host: \_\_\_\_\_  
will take turns running relay segments from Old St. Patrick's Church on Northfield Church Rd. to the finish line at Zukey Lake

Tavern. \_\_\_\_\_

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

Average of participants/spectators/guests anticipated at any given time: \_\_\_\_\_ 25

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_ Lakelands Trail - see map.

*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: \_\_\_\_\_ 8 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: \_\_\_\_\_ \$33 per runner

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: \_\_\_\_\_ No food / drink

*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: \_\_\_\_\_  
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,  
No  
describe: \_\_\_\_\_

*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: \_\_\_\_\_  
\* This will be our third year hosting A2ZUKEY Relay. We have hosted without incident in all previous years.

*First year for application*

### 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:  
Relay Race competition.

### **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.


BDM  
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 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.

BDM  
Initials: \_\_\_\_\_

Applicant's Signature: Brent McDermott Date: 02/22/2023

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

Parks Coordinator:  Date: 2-23-23

**For office use only**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)  Approved  Denied

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

Hamburg Rd

Hamburg

mburg Rd

Galatian Rd

Strawberry Lake Rd

Riverdale Rd

Merrill Rd

Pettys Rd

Strawberry Lake

Lakeland

Zukey Lake

Indianola

