



**Hamburg Township
Parks & Recreation**

**Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
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EXCERPT FROM PARKS AND RECREATION COMMITTEE MEETING MINUTES

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the Unapproved Approved Minutes of the Meeting of the Parks & Recreation Committee:

Date of Meeting: February 28, 2023

Board Members Present: Dolan, Muck, Auxier, McCabe, Michniewicz

Board Members Absent: None

Non-Voting Members Present: Henneman

Text of Motion:

Motion by Dolan, supported by Michniewicz, to recommend approval of the Park Use Application for PHBSA for their Opening Day Event 2023 to be held on May 13, 2023, in Manly Bennett East Park, as outlined on their application dated 2/6/23, as long as all concerns from previous events are addressed and the Clerk and Public Safety Committee are satisfied. Furthermore, the Public Safety Committee will make their recommendation to the Township Board and set a hazard level, and staff will work with the Public Safety Director, to ensure that all conditions and terms are adhered to, and that all requested documentation is provided to the Clerk's satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: February 28, 2023

DEBRA HENNEMAN
HAMBURG TOWNSHIP COORDINATOR
Parks, ADA, Grants, Ordinances



Hamburg Township Manly Bennett Park

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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): _____

Name of Event: Pinckney Hamburg Baseball and Softball Association League opening day

Type of Event: Youth baseball opening day Park Use Category #: 4 - Event Use

Applicant Name: PHBSA

Date(s) of Event: May 13th 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.tsm@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: Michigan Millers

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

Policy #: C 0540350 02 Expiration Date: 9-1-2023

Limit of General Liability: 2,000,000 limit Occurrence 1,000,000 per 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: We will have every team play a game on opening day to get the season started. We will also have league sponsors there, bounce houses, and food trucks - will

require Fire Inspection

Total Number of participants/spectators/guests anticipated during event: 350 kids plus parents

Average of participants/spectators/guests anticipated at any given time: 350

Site of Proposed Event: include all areas of the parklands that will be used: Baseball complex

Include the 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?: 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 work to get food trucks and provide a full list of vendors once we get a full list ← Application

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 use utility vehicles to prep the fields, also the 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

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:

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: CJ

Applicant's Signature: [Signature] Date: 2-6-23

Co-applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 2-28-23

For office use only

Comments: Same weekend as MI Jaquez Tourney

Meeting Approval Dates: 2/28/23 Parks & Recreation _____ Public Safety _____ Township Board _____

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____