



**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 13, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Jogging for Jakey 5K – Park Use Application  
5K Race on Lakelands Trail, and staged at Merrill Trailhead

We are in receipt of a Park Use Application from Courtney Smotherman who is requesting access to the Lakelands Trail to hold a 5K Race on August 12, 2023. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area at the Merrill Trailhead. This event is in memory of Jakey Smotherman and all proceeds will be donated to charity. Last year the charity was Motts Children's Hospital.

I recommend approval of the application as submitted, based on the application from the Courtney Smotherman dated 1/31/23, as provided in the packet, with the contingency that a Certificate of Insurance (or copy of Homeowners Insurance) be provided naming Hamburg Township as Additional Insured, that the established Park Use fee be waived due to the nature of the event, that public safety be made aware of the event 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 48139-01
(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): Courtney Smotherman

Name of Event: Jogging for Jakey 5K

Type of Event: 5 K race Park Use Category #: 4 - Event Use

Applicant Name: Courtney Smotherman

Date(s) of Event: August 12, 2023 Time(s) of Event: 7 am - 1pm

Applicant Address: 8182 Alyssa Drive Suite or Apt #:

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Courtney Smotherman

Contact's Affiliation with Applicant: Applicant

Contact's Phone: 810-360-5067 Contact's E-Mail: courtney.smotherman@hotmail.com

Event Co-applicant, if any: Brenden Smotherman

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

Co-applicant relationship to Applicant: Husband

Co-applicant's phone: 248-459-8481

Insurance Information:

Insurance Carrier: Will provide insurance through Hemlock Insurance prior to race day

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: The event is called Jogging for Jakey and is a 5k (run or walk)  
with the goal of raising money for charity.

Total Number of participants/spectators/guests anticipated during event: 75

Average of participants/spectators/guests anticipated at any given time: 75

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

Starting from Merrill field to lakeland trail, heading west for 1.5 miles and turning around and finishing back at  
Merrill Field. The racers will not cross any major roads during this race.

*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: 3 Are Volunteers trained?: No

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: yes If so, please indicate locations: \_\_\_\_\_

Potential for one small tent to be set up next to the picnic shelter for registration

*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: \$30

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: \_\_\_\_\_

Post race snacks that are pre-packaged will be served (water, bananas, granola bars etc)

*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, 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: None

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: CS

Applicant's Signature: Courtney J. Matthews Date: 1-31-23  
Co-applicant's Signature: [Signature] Date: 01/31/2023  
Parks Coordinator: [Signature] Date: 2-8-23

**For office use only**

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

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

Application has been (Circle one)  Approved  Denied

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