



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

TO: Parks & Recreation Committee & Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: March 13, 2025

AGENDA ITEM TOPIC: Pinckney Community Schools/Pinckney Community Education – SEC Cross Country Jamboree East Park – September 23, 2025 – 12:30PM to 7:30PM
Number of Supporting Documents: **1 Application Packet**

Requested Action

Approval of the park use request from Pinckney Community Schools dated 11/13/24, for the SEC XC Jamboree to be held on Tuesday, September 23, 2025, contingent on:

- **Submitting all paperwork to the satisfaction of the Clerk’s office**
- **Park fees, if any, be established by the Board**
 - **Public Safety fees to be charged at a Medium Hazard level**
 - **Park fees be established - Public Safety Committee recommended Park Fee waiver**
 - **Sanitary Services arranged by Township and charged to applicant at cost**

Background

This use anticipates 1,000 participants/spectators, and will be considered a Blackout for our Football teams (and any other uses in East Park that come forward). This blackout is in addition to the one taking place a few days later on September 26-27, 2025. Based on past experience with this event, and the number of participants/guests listed on the application, a Public Safety review was conducted and a Medium Hazard was set.

The schools have a 2-year Park Use Agreement which requires the scheduling of all use through the Parks Coordinator. All special uses require separate applications and a review process. I am requesting the motion stipulate who will be responsible for providing and paying for portable toilets over and above our units. All other applicants who hold special events on our fields pay for extra units, as well as the extra cleaning of our units. There has been some confusion on this rule in the past, so I am requesting it be made clear how we will proceed and who will be in charge of determining the appropriate number of units to service the crowds.

Since fees vary from event to event, and the Board has the ability to “waive” them due to the nature of the event, these costs are not rolled in to our Park Fees. In almost all cases, fees are waived for the schools for all events hosted here.

Note: The Hamburg Public Library receives a large volume of non-patron foot traffic during large events in the park, so controlling the number of facilities and the cleanliness of those units, is extremely important. To date, trash has not been an issue and a dumpster has not been necessary.

Draft Motions

Parks & Recreation – February 25, 2025 – 3:30 p.m.

Motion by Dolan, supported by Muck, to recommend approval of the SEC Cross Country Jamboree for September 23, 2025 as presented in application dated November 13, 2024 contingent on a Hazard Level being set by Public Safety, that our vendor be used for sanitary services and applicant be charged any costs associated with their event, and that the Clerk Department be provided with all requested documents.

Ayes 3 (Absent: McCabe, Auxier)

Motion Passed

Public Safety – March 5, 2025 – 3:00 p.m.

Motion by Hohl, second by Hughes, that Pinckney Community Schools or someone associated with the event, provide an appropriate trainer or medical individual at the event and to set a hazard rating of Medium, also to waive the fee.

Passed unanimously

Current fees can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE)



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:

Event Sponsor (or name if family or individual use): Pinckney High School Cross Country

Name of Event: SEC Cross Country Jamboree

Type of Event: Cross Country meet with 6 teams Park Use Category #: 4 - Event Use

Applicant Name: James Wicker

Date(s) of Event: Tuesday, September 23 2025 Time(s) of Event: 12:30 - 7:30 pm

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: Coach

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

Event Co-applicant, if any: Matt Seidle mseidle@pinckneypirates.org

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

Co-applicant relationship to Applicant: PHS Athletic Director

Co-applicant's phone: 734 358 6138

Insurance Information:

Insurance Carrier: PHS rider provided to Hamburg Township - *Renewal* will be required prior

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

Policy #: _____ Expiration Date: 7-1-25 *to agent*

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: League Cross Country invitational

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

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

Site of Proposed Event; include all areas of the parklands that will be used: East Bennett Park and Buss Parking

West Bennett parking lot - Busses may need to use auxiliary lot in W. Park

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: 10 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: N/A Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: No

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, Timer and my Truck

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 Pinckney High School Athletic trainer will be present - Public Safety

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: Course mowed

Other information regarding your event that you feel may be helpful: We will provide extra porta john's through PCS vendor - TBD

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: 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 compliance³ 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: 11/13/24

Co- applicant's Signature: Matt Siedle Date: 11/13/24

Parks Coordinator: [Signature] Date: 1/9/25

For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 300 Ottawa NW Suite 301 Grand Rapids MI 49503	CONTACT NAME: Brian Pierce PHONE (A/C, No, Ext): 616-233-0926 E-MAIL ADDRESS: Brian_Pierce@ajg.com FAX (A/C, No): 616-233-0923																					
INSURED MAISL Joint Risk Management Trust Pinckney Community Schools 2130 East M 36 Pinckney MI 84169	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A :</td><td>MAISL Joint Risk Management Trust</td><td></td></tr><tr><td>INSURER B :</td><td>Great American Insurance Company</td><td>16691</td></tr><tr><td>INSURER C :</td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	MAISL Joint Risk Management Trust		INSURER B :	Great American Insurance Company	16691	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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COVERAGES**CERTIFICATE NUMBER:** 648530066**REVISION NUMBER:**

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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		Insurer A & B MAC 3128240	7/1/2024 7/1/2024	7/1/2025 7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Agg Applies per \$ Member COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

MAISL Joint Risk Management Trust is a qualified and approved self-insurance fund under the laws of the State of Michigan. SIR \$600,000
Hamburg Township is an Additional Insured as respects the General Liability, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

Re: Pinckney Community Schools activities during the current policy period.

CERTIFICATE HOLDER**CANCELLATION**

Hamburg Township
P.O. Box 157
10405 Merrill Road
Hamburg MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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