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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 20, 2025

**AGENDA ITEM TOPIC:** Park Use Application – PHBSA 2025 Events – Opening Day & End of Year Picnic

Number of Supporting Documents: **1 Park Use Application**

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**Requested Action**

To recommend approval of the Park Use Applications dated January 23, 2025 for PHBSA's Opening Day Event & End of Year Picnic, for May 10, 2025 and June 21, 2025 respectively, contingent on:

- The Clerk Department be provided all requested documents to their satisfaction
- That Tent Permits will be completed for all vendors
- That group be designated as a Partnering Group, with in-kind donations applied as credits
- That Event Fees, including Public Safety charges and Tent Permit, be set by Township Board
- That additional sanitary services be provided by Parks Department, with costs paid by applicant

**Background**

Applications have been received for Opening Day which takes place the same weekend as the Jaguar Tournament, and for an end of the year party taking place on June 21, 2025. These events used to be included under the regular park use application, however, after having issues in the past, we split out the process. It is my hope that once we are able to meet with the new PHBSA board, many of these items can be ironed out and we can return to one application for all PHBSA events/season.

Any outside vendors brought on site must be approved by way of a Tent Permit Application and Fire Inspection which is a \$50 charge. Typically if the customer pays park fees, I designate \$50 of those fees to Fire to pay this charge, however, if the Township waives fees, there is no mechanism to collect it. If fees are waived, this charge should also be addressed along with Public Safety fees, if any.

If extra sanitary services are required, or at minimum our units need to be cleaned an extra time, those fees will also need to be addressed. We pay to have our units cleaned weekly, twice weekly on the Trailheads, so when they get more use than normal, we need to make sure they are ready for the general public.

Both these events would not require Public Safety review as they are considered a Low Hazard.



## 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): \_\_\_\_\_

Name of Event: Pinckney Hamburg Baseball and Softball Association (PHBSA)

Type of Event: Youth baseball/softball season Park Use Category #: Select One for event use

Applicant Name: PHBSA

Date(s) of Event: May 10, 2025 Time(s) of Event: 8am-8pm

Applicant Address: PO Box 813 Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: Michigan Zip: 48139

Contact Person (present during use): Nancy Minhinnick

Contact's Affiliation with Applicant: Secretary of PHBSA

Contact's Phone: 810-588-2595 Contact's E-Mail: muzyka.lala@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: United States Liability Insurance Company

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

Policy #: NPP1629114 Expiration Date: January 19, 2026

Limit of General Liability: 2,000,000.00 Occurrence 1,000,000 Aggregate

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate

*Need Renewal*

**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 all teams play a game to start the season. We will also have all sponsors on site along with food trucks

- Need Tent Permit \$50 fee

Total Number of participants/spectators/guests anticipated during event: 400

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: Merril Field Baseball complex fields 1-8

*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: 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 have food trucks. We will provide a full list of vendors once confirmed.

- Tent Permit

*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 and clean the fields along with the the food trucks - Permit

*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:

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## 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.

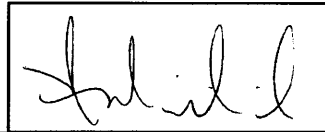
**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant 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: NRM

**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<sup>3</sup> 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.

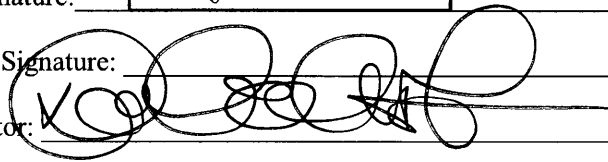
Initials: NRM

Applicant's Signature: \_\_\_\_\_



Date: 1.23.2025

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



Date: \_\_\_\_\_

Parks Coordinator: \_\_\_\_\_

Date: 2/21/25

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**For office use only**

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

Meeting Approval Dates: 2/25/25 Parks & Recreation \_\_\_\_\_

Public Safety \_\_\_\_\_

3/4/25 Township Board

Application has been (Circle one)



Approved



Denied

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



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Applicant Address: PO Box 813 Suite or Apt #: \_\_\_\_\_

Applicant City: Hamburg State: Michigan Zip: 48139

Contact Person (present during use): Nancy Minhinnick

Contact's Affiliation with Applicant: Secretary of PHBSA

Contact's Phone: 810-588-2595 Contact's E-Mail: muzyka.lala@gmail.com

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Site of Proposed Event; include all areas of the parklands that will be used: Merril Field Baseball complex  
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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: NO

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

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Specific services required from the Township, if any: NONE

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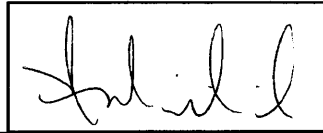
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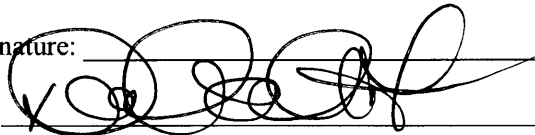
Initials: NRM

Applicant's Signature: \_\_\_\_\_



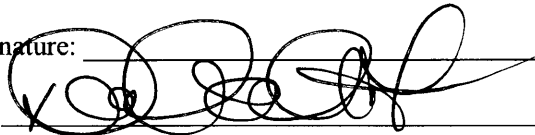
Date: 1.23.2025

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



Date: \_\_\_\_\_

Parks Coordinator: \_\_\_\_\_



Date: 2/21/25

### For office use only

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

Meeting Approval Dates: 2/25/25

Parks & Recreation \_\_\_\_\_

Public Safety 3/4/25

Township Board

Application has been (Circle one)



Approved



Denied

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

Consent