
TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: July 9, 2025 Parks – July 24, 2025 Township Board

AGENDA ITEM TOPIC: Park Use Application – Hamburg Flyer’s RC Club - 2025 Season (Annual)

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

Requested Action

To recommend approval of the Park Use Application dated July 9, 2025 for Hamburg Flyer’s RC Club’s Use for 2025, effective August 5, 2025 to August 5, 2026, contingent that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates, and that fees be established by the Township Board.

Background

Application has been received and includes seasonal use for all RC activities such as Buddy Box, educational seminars, and community education. Airshow Event is covered under separate application.

This application contemplates shared use of the Hamburg Flyer’s Field, which also supports other flying activities such as model planes, rockets, and kites, etc. All Flying RC activity is monitored by this group on behalf of the Township and they provide Liability Insurance naming the Township as Additional Insured. They will aid with any other RC activities, such as cars or trucks, as they maintain the RC License.

Any outside vendors brought on site must be approved by way of a Tent Permit Application and Fire Inspection. The club’s use will need to be scheduled around the approved Blackout dates, which have been distributed and are on the digital calendar found on our website.

This club is considered a Partner Group under the current fee schedule process and the fee average based on the fees paid over the last 10 years is \$310.00.

Motion at the Parks & Recreation meeting held 7/22/25 was as follows:

Motion by Miller, supported by Michniewicz, to recommend approval of the Park Use Application from Hamburg Flyer’s RC Club for use effective August 5, 2025 to August 5, 2026, as outlined in the Township Coordinator’s memo dated July 9, 2025, and that fees for annual use be established by the Township Board.

Ayes: 4, Absent: Muck

Motion Carried



Hamburg Township Manly Bennett Park
Park Use Application

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

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): Hamburg Flyers RC Club, Inc
Name of Event: Hamburg Flyers RC Club, Inc
Type of Event: Aeronautics Park Use Category #: 2 - Qualified User
Applicant Name: Eugene Doncea
Date(s) of Event: April 1, 2025 thru April 1, 2026 Time(s) of Event: Park Hours
Applicant Address: Manly Bennett Airport 10405 Merrill Rd. Suite or Apt #: _____
Applicant City: Hamburg State: MI Zip: 48139
Contact Person (present during use): Eugene Doncea
Contact's Affiliation with Applicant: President
Contact's Phone: (734) 637-3571 Contact's E-Mail: e8d68@aol.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: Academy of Model Aeronautics, Inc
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.
Policy #: TBD - Renewal requested Expiration Date: _____
Limit of General Liability: 1,000,000 Occurrence 1,000,000 Aggregate
Umbrella Coverage Limit (if any): 1,500,000 Occurrence 4,000,000 Aggregate

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

Please describe the event you propose to host: _____

501(3)c nonprofit activities. The purpose is to develop, educate, advance and safeguard modeling and aeronautical activities. This is to

included, but not limited too, Buddy Box, educational seminars, community education and awareness.

*monitors flying exposure
for Hamburg Township*

Total Number of participants/spectators/guests anticipated during event: 1-100 +/-

Average of participants/spectators/guests anticipated at any given time: 1-100 +/-

Site of Proposed Event; include all areas of the parklands that will be used: Manly Bennett Airport

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: N/A

Number of Volunteers: 1-100 +/- Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: N/A 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, TBD

Will require Tent Permit and FD Inspection

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: TBD? will require special approval / TB motion

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, members and guests
personal vehicles driven to and from the site, parking provided.

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: Yes. Lwn service and maintance.

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: _____

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: _____



Applicant's Signature: _____ Date: _____

Co- applicant's Signature: _____ Date: _____

Parks Coordinator:  _____ Date: 7/9/25

For office use only

Comments: _____

Meeting Approval Dates: 7/22/25 Parks & Recreation N/A Public Safety 8/5/25 Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/30/2024

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 FNIC P.O. Box 45279 Omaha NE 68145	CONTACT NAME:	
	PHONE (A/C, No, Ext): 402-861-7000	FAX (A/C, No):
INSURED Academy of Model Aeronautics, Inc. &/or Affiliated &/or Associated Chartered Clubs, Chapters & Members Thereof 5161 E. Memorial Drive Muncie IN 47302	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Illinois Union Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC # 27960		

COVERAGES **CERTIFICATE NUMBER:** 2069626943 **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			G22011534019	3/31/2024	3/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		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 \$
A	Excess Liability			G22011546019	3/31/2024	3/31/2025	Limits per Occ \$1,500,000 General Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hamburg Township is an additional insured, primary and non-contributing as respects to any additional insured site owner. Location: Manley W. Bennett Park 10405 Merrill Rd. Club: 1454 Hamburg Flyers R/C Club Inc.

CERTIFICATE HOLDER

CANCELLATION

Hamburg Township PO Box 157 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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