



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)

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May 19, 2016

Yong Vankham  
935 S. 35<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Lao New Year – CHANGE IN DATE TO AUGUST 6, 2016

Dear Mr. Vankham:

Your request to use Silver Creek Park Fieldhouse and grounds on August 6, 2016 for the Lao New Year celebration, was acted upon by the Special Events Committee at their meeting of Monday, May 16, 2016.

At said meeting, the Committee unanimously recommended approving your request to change the date to August 6, 2016.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

Please contact the County Health Department at 683-4155 to obtain information about a food license.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/16/2016

EVENT NAME: DATE CHANGE - Lao New Year

ORGANIZER: Yong Vankham

EVENT DATE: 8/6/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Request date change from 5/21/16 to 08/06/16.

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	
TOTAL	0

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*Yong Vankham*  
*[Signature]*  
*[Signature]*  
*[Signature]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



# CITY OF MANITOWOC

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May 10, 2016

Yong Vankham  
935 S. 35<sup>th</sup> St.  
Manitowoc, WI 54220

RE: Lao New Year – May 21, 2016

Dear Mr. Vankham:

Your request to use Silver Creek Park Fieldhouse and grounds on May 21, 2016 for the Lao New Year celebration, was acted upon by the Special Events Committee at their meeting of Monday, May 9, 2016.

At said meeting, the Committee unanimously recommended approving your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

Please contact the County Health Department at 683-4155 to obtain information about a food license.


If you have any questions, please contact me at 920-686-6950.

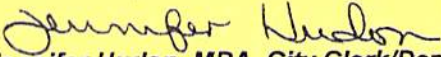
Very truly yours,


Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager



  
Jennifer Hudon, MPA, City Clerk/Deputy Treasurer  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)



## **Deborah Neuser**

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**From:** Sandy Ronski  
**Sent:** Thursday, May 12, 2016 2:09 PM  
**To:** SpecialEvents  
**Subject:** FW: Date change (for Lao New Year from 5/21/16 to 08/06/16)

The date change request for Lao New Year from 5/21/16 to 8/6/16 will be discussed at the next Special Event Committee meeting.

Sandy Ronski  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions City of Manitowoc  
2655 S 35th St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

-----Original Message-----

**From:** Khamphaeng [<mailto:phatsalisaeng@comcast.net>]  
**Sent:** Thursday, May 12, 2016 1:58 PM  
**To:** Sandy Ronski  
**Subject:** Date change

Hi Sandy! This is Chantha. I have put in for May 21 for the Lao new year at the silver creek field house. I would like to change that date to August 6 2016. Please let me when if you got this.

Thank you,  
Chantha P.

Sent from my iPhone