



1600 Dr. Briggs Hopson Blvd
Vicksburg, MS 39180

601.630.2929
vicksburgconventioncenter.com

Event Order Confirmation

Prepared For:

Vicksburg Police Department
601-801-5307
mayorwillisthompson@vicksburg.org
Vicksburg, MS 39181
United States

Mayor Willis Thompson
Vicksburg, MS 39181
United States

VPD Human Trafficking Training (6659)

Total Planned Attendance: 80

Start-End: Tue 05/26/26 08:00 AM - Thu 05/28/26 05:00 PM

Booked Space(s)	Duration	Usage
Meeting Room 2	05/26/26 08:00 AM - 05/28/26 05:00 PM	
Meeting Room 3	05/26/26 08:00 AM - 05/28/26 05:00 PM	

Description	Units	Rate	Charges
Audio Visual			
Equipment (4)	Tue 05/26/26 08:00 AM - Thu 05/28/26 05:00 PM		
Meeting Room 2	Function Attendance: 60		
Meeting Room Audio Visual Package	1.00 EA	\$0.00 / EA	\$0.00
Sales			
Booking Function (1)	Tue 05/26/26 08:00 AM - Thu 05/28/26 05:00 PM		
Meeting Room 2	Function Attendance: 60		
Space Rent - Meeting Room 2	1.00 EA	\$225.00 / DAY	\$675.00
Space Rent - Meeting Room 3	1.00 EA	225.00 / DAY	675.00
		Total For Sales:	\$1,350.00
		Total Charges:	\$1,350.00

Total Outstanding Charges: \$1,350.00

Client Acceptance

Deposit: The amount of total estimated space rental is due 14 days before the start of the event as an Event Deposit. Please note: **Space Rental Deposits are Non-Refundable.**

Estimate: This estimate is not a binding quote but based on information provided by the CLIENT and assembled in good faith by VENUE. However, an event cost estimate is not a price quotation, and CLIENT is responsible for full payment of the actual costs, which may be more or less than the estimate.

Credit Card Surcharge: If the Client wishes to pay with a credit card, please note a 4% surcharge will be added

Service Charge and Gratuities: A Service Charge will apply to all food and beverage service. 100% of this service charge is retained by the VENUE/CATERER. The Agreement does not include gratuities/tips. Gratuities/tips are completely voluntary. If the Client elects to provide a gratuity/tip, it should be clearly identified with payment of the Contract charges. All gratuities/tips will be paid to the eligible employees.

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Client Signature _____ **Date** _____

Venue Signature _____ **Date** _____

**Vicksburg Convention Center
Addendum # 3 to
Facility Use Agreement # 6659-02
VPD Human Trafficking Training
05/26/26 - 05/28/26**

Meeting Room #3 has been added to contract due to increase number of attendees.

CLIENT:
Vicksburg Police Department

CENTER:
VICKSBURG CONVENTION CENTER
MANAGED BY VENUWORKS OF
VICKSBURG, LLC, A WHOLLY OWNED
SUBSIDIARY OF VENUWORKS, INC.

By: _____
Thompson, Mayor Willis

By: _____
Donna Gray, Executive Director

Date: _____

Date: _____