



Reservation Form - "Going beyond your Expectations"

The Bus Reservation Form must be completed and signed by an Authorized Representative and faxed to the VCC Director at 601.630.2910 or emailed to annette@vicksburg.org. Once received and approved, the VCC Director will sign the form and fax or email back to the authorized representative confirming the bus reservation. The shuttle bus is for the purpose of providing transportation to and from events and tourist destinations for the clients at the Vicksburg Convention Center, for programs provided by the Senior Center, and tour events or special events sponsored by the Vicksburg Convention and Visitors Bureau. The bus is not to be utilized by private entities or for the benefit of private programs. Reservations will be filled on a first-come, first served basis and must be confirmed within 72 hours of making the reservation. If the reservation is not confirmed within three days, the reservation will be canceled. If the reservation form is not signed by the VCC Director, the reservation is not confirmed or scheduled. If the reservation is confirmed, all required deposits/payments must be received within 7 days. If a required deposit is not paid within 7 days of the confirmed reservation, the reservation will be canceled and the VCC Director shall notify the Authorized Representative.

SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category

The Senior Center ☒ Vicksburg Convention Center VCVB Main St.

City of Vicksburg

Date of Request: **September 25, 2025**

Authorized Representative: **Chasity Minor**

Date/s of inquiry: **October 1-2, 2025**

Name of Group: **MS Tourism Association**

Number of attendees **250**

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
10/1/25	5:00pm	Hotel	Cocktail 101	11:00pm	5-10 miles
10/1/25	6:00pm	Hotel	Watermark	11:00pm	5-10 miles
10/2/25	4:00pm	Hotel	Oak Hall	10:30pm	5-10 miles
This section to be filled out by Driver					
	Beginning Mileage	Ending Mileage	Gallons used 16		

Est. # (4 min) of hours

Driver Rate

Total

\$150.00

\$0.00

Miles

Rate

Total

0.54

\$0.00

\$0.00

Chasity Minor

Signature of Requester

Lorna Gray

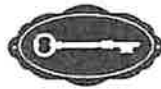
Signature of VCC Executive Director

9/25/25

Date

9/25/25

Date



VICKSBURG

The Key to the South

BUS & TROLLEY SHUTTLE

Wednesday, October 1, 2025

5:20 pm Pick Up at Courtyard by Marriott, Home2 Suites, & Hampton Inn & Suites for New Member Reception

5:30 pm Pick Up at Duff Green and Oak Hall for New Member Reception

5:45 pm Pick Up at Mulberry for New Member Reception

6:00 pm Drop Off at New Member Reception at Cocktails 1o1

6:20 pm Pick Up at Courtyard by Marriott, Home2 Suites, & Hampton Inn & Suites for Opening Reception

6:30 pm Pick Up at Duff Green and Oak Hall for Opening Reception

6:45 pm Pick Up at Mulberry for Opening Reception

7:00 pm Drop Off at Opening Reception at The Watermark

Continuous Shuttles between Accommodations and The Watermark until 9:00 pm

9:00 pm – 11:00 pm Shuttles from The Watermark to The Mulberry and Accommodations

Thursday, October 2, 2025

4:20 pm Pick Up at Courtyard by Marriott, Home2 Suites, & Hampton Inn & Suites for Closing Reception

4:30 pm Pick Up at Duff Green for Closing Reception

4:45 pm Pick Up at Mulberry for Closing Reception *Mulberry guests please note that the Vicksburg High School Homecoming Parade begins at 6:00 pm and Washington Street will be blocked for at least an hour*

5:00 pm Drop Off at Closing Reception at Oak Hall

Continuous Shuttles between Accommodations and Oak Hall until 6:30 pm *Mulberry Shuttle will not continue after 5:40*

6:30 pm Shuttle to downtown restaurants and accommodations

Continuous Shuttles between Downtown and Accommodations until 10:00 pm

Get in touch:



1619 Walnut Street
Vicksburg, MS 39180



VisitVicksburg.com



@VisitVicksburg



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SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category

☒ The Senior Center

☐ Vicksburg Convention Center

☐ VCVB

☐ Main St.

City of Vicksburg

Date of Request:

9/19/25

Authorized Representative:

Jennifer Harper

Date/s of inquiry:

10/08/2025

Name of Group:

Senior Center

Number of attendees

30

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
10/08	10Am	Jackson	State Fair	4pm	
This section to be filled out by Driver					
	Beginning Mileage	Ending Mileage	Gallons used 16		

Est. # (4 min) of hours

Driver Rate

Total

\$150.00

\$0.00

Miles

Rate

Total

0.54

\$0.00

\$0.00

Signature of Requester

Signature of VCC Executive Director

9/19/2025

Date

9/29/2025

Date

SCANNED
9/19