



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 dgray@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.

MOTOR COACH CONTACT INFORMATION

Please "X" the appropriate category

The Senior Center Vicksburg Convention Center VCVB Main St.

City of Vicksburg

Date of Request: **5/27/26**

Authorized Representative: **Chasity Minor**

Date/s of inquiry: **6/6,6/10,6/11,6/13**

Name of Group: **Miss Mississippi Competition**

Number of attendees

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
6/6	3:15pm	Mulberry	VCC	7:30pm	1 mile
6/10	11:30am	VCC	Billy/First Baptist Church	3:15pm	10 miles
6/11	9:30am	Mulberry	Downtown Vicksburg	1:10pm	1 miles
6/13	8:45am	Mulberry	VCC/Levee Street	4pm	2 miles
This section to be filled out by Driver		Beginning Mileage	Ending Mileage	Gallons used <small>16</small>	

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

Donna Gray

Signature of VCC Executive Director

5/27/26

Date

5/27/26

Date



Reservation Form - "Going beyond your Expectations"

The Bus Reservation Form must be completed and signed by an Authorized Representative and emailed to trolley@visitvicksburg.com. Once received and approved, the VCVB Director will sign the form and email back to the authorized representative confirming the trolley reservation. The trolley is for the purpose of providing transportation to and from events and tourist destinations, for programs provided by the Senior Center, and tour events and special events sponsored by the Vicksburg Convention and Visitors Bureau as well as private rentals. Reservations will be filled on a first come, first served basis and must be confirmed within 72 hours of making the reservation. Trolley reservations are based on driver availability and vehicle availability. If the reservation is not confirmed within three days, the reservation will be canceled. The Trolley Reservation Form must be completed and signed by an Authorized Representative and emailed to trolley@visitvicksburg.com. Once received and approved by the VCVB Executive Director, the VCVB Executive Director will sign the form and email back to the Authorized Representative confirming the trolley reservation. If the reservation form is not signed by the VCVB 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 VCVB Executive Director shall notify the Authorized Representative. The Senior Center is not required to pay a deposit or any other fees since this is a program provided by the City of Vicksburg.

TROLLEY REQUEST CONTACT INFORMATION

Please "X" the appropriate category: The Senior Center Vicksburg Convention Center VCVB Main Street

City of Vicksburg

Date of Request: 4/16/26

Authorized Representative: Jennifer Harper

Date/s of inquiry: July 25, 2026

Name of Group: Senior Center

Number of attendees: 40 (minimum of 15 required)

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
7/25/26	10AM	Jackson		5 pm	
This section to be filled out by Driver		Beginning Mileage	Ending Mileage	Gallons used	

Est. # of hours	Driver Rate	Total
	\$150.00	\$0.00
Miles	Rate	Total
	0.575	\$0.00

Deposit due within 7 days of confirmation \$0.00

Jennifer Harper
Signature of Requester

4/16/2026
Date

Glenn D'Arcy
Signature of VCVB Executive Director

4/20/2026
Date