

Ardis T. Williams, Sr. Auditorium

Application for Complimentary Use

Please note: If you are not a City Department utilizing the facility for official City business, your event will require a certificate of insurance. **There may also be additional costs (labor, cleanup, security, etc.) associated with your function.** This will be determined prior to contracting the date/event.

Catered food is permitted in the Auditorium only if prepared and served by a licensed and insured caterer doing business in the State of Mississippi. An exception can be made if the user signs a waiver indemnifying and holding harmless the Board of Mayor and Aldermen and employees elected and appointed of the City of Vicksburg. Beer, wine and liquor must be controlled and dispensed only by a caterer with an off-premise liquor license.

Your request is subject to:

1. Date availability.
2. Review by City of Vicksburg (Criteria of the Comp Use Policy set forth by the Mayor and Aldermen)
3. Signed approval by the Board of Mayor and Aldermen. The process must follow the above three steps before complimentary use is finalized.

Group/Organization _____

Primary Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone (Day) _____ Email _____

Date(s) Requested _____

Event Start Time(s) _____ Event End Time(s) _____

*Please attach a separate sheet if more space is required for date(s) and time(s)

Reason for usage (please give as much detail as possible)

Signature _____

Today's Date _____

Do NOT write below this line

(Signify approval with initials below)

Reviewed —City Clerk, Deborah A. Kaiser-Nickson

Mayor Thompson. _____ Alderwoman Bailey _____

Alderman Mayfield _____

A Letter Must Accompany The Complimentary Use Form!!!

Please fill out this form and also attach a letter addressed to the Board of Mayor and Alderman for your event so that it can be routed and be placed on the agenda for possible approval.

Please be sure in the letter that you state the following or it will be rejected for approval:

- Rental Fee to be waived
- Date of interest
- Name of your organization
- The purpose you all serve in helping the community, what benefits the event may have on or for the public. etc...
- You are non-profit
- The event is free of charge and open to the public

Please be advised that if your request is approved this will only waive the Rental Fee of \$500.00. You are still responsible for all other costs, such as insurance, attendant fees, security and any other applicable fees that may apply.