

VICKSBURG CONVENTION CENTER
Facility Use Agreement #6631-01 : Vicksburg Police Department
05/05/26 - 05/06/26

Contract Number 6631-01, made and entered into at Vicksburg Convention Center, 1600 Dr. Briggs Hopson Blvd., Vicksburg, MS 39180 on 03/23/26 by and between the Vicksburg Convention Center, 1600 Dr. Briggs Hopson Blvd., Vicksburg, MS 39180, managed by VenuWorks of Vicksburg LLC, an independent contractor retained by the Board of Mayor and Aldermen of the City of Vicksburg, Mississippi (hereinafter referred to as the "CITY") to manage the Vicksburg Convention Center, (hereinafter referred to as the "CENTER") and Vicksburg Police Department, 820 Veto Street, Vicksburg, Mississippi 39181, (hereinafter referred to as "CLIENT").

Client contact will be Mayor Willis Thompson | CLIENT on site contact will be: **Kristen Harris 601-801-5307 kharris@vicksburg.org**

It is understood that the term CENTER will, throughout the conditions of this Facility Use Agreement, refer to the physical premises as well as the duly appointed manager of the Vicksburg Convention Center, VenuWorks of Vicksburg LLC. CLIENT warrants that said use of the licensed premises is **VPD Media Management Training** and no other purpose.

To confirm specific spaces and rates, please review and sign the attached **Event Order Confirmation**

The Licensing Fee shall be payable as follows:

- i. Execution of the License Agreement, by no later than **04/10/26**.
- ii. **\$450.00** total due no later than **05/05/26**

If the deposit and paperwork is not returned by 04/06/26 this event is subject to being removed from the books.

Additional Services and Fees: In addition to the Licensing Fee, CLIENT agrees to pay CENTER for goods and services (collectively, "Services") provided to CLIENT for the Event including, but not limited to security, ticket takers, ushers, Emergency Medical Technicians, audio-visual services, equipment rental, utility connections, waste removal, or any other extra services furnished by CENTER. CENTER shall determine the level of staffing and Services for each Event. CLIENT acknowledges and understands that many of the Services are contracted services, the cost of which is subject to change and may be subject to sales tax. Payment for Services shall be payable as follows.

- A. A 100% deposit of estimated **ancillary charges** (i.e. security, audio-visual services, electrical, equipment rental, labor, etc...) is due no later than five (5) business days prior to the Licensing Term.
- B. Final payment for all other ancillary goods and services remaining due to CENTER upon conclusion of Event is due upon invoicing.
- C. Please make checks payable to **VICKSBURG CONVENTION CENTER, 1600 Dr. Briggs Hopson Blvd., VICKSBURG, MS 39180**. Other acceptable forms of payment are cash, certified check, cashier's check, official bank check, official company check with prior credit arrangements, money order, wire transfer, MasterCard and Visa.

This rental is non-refundable and non-transferable to another date and/or space request.

Guarantee of Space: CENTER reserves the right but shall not be obligated to relocate CLIENT Event to a more appropriate Space/Room within the Center should the original estimated attendance differ from final estimated attendance. CENTER shall notify CLIENT in advance in such cases.

ROOM SETUP: The CENTER requires the final room setup be finalized and approved by the CLIENT no later than 30 days prior to the move in date of **05/05/26**. This includes but not limited to tables, chairs, staging, head table and booth setup.

INCLUDED SERVICES: Subject to prevention by strikes, accidents or other causes beyond CENTER'S control or during the repairing of equipment that is provided by CENTER for such purposes, CENTER shall provide:

- o Heating, ventilation and/or air conditioning, reserving the right to control and regulate at its own discretion the temperature of the premises, and to operate and control the heat and air conditioning units at the premises.
- o Illumination, as determined by the CENTER and using previously permanently installed equipment;
- o General custodial services, including the removal of debris that can be handled with a broom and shovel (other debris to be removed promptly by CLIENT) during move-in and move-out of CLIENT'S event, and usual cleaning services for the
- o uncarpeted aisles, except those areas covered by carpeting installed by CLIENT and booth areas, during the convention or exhibition period;
- o Restroom facilities; as designated by the CENTER, provided, however, that during move-in and move-out periods, restrictions shall apply to the availability of certain restrooms, of which CENTER will advise CLIENT;
- o Telephone services will be available at CLIENT'S request. All calls made by CLIENT, or its designees, shall be billed to CLIENT at prevailing rates.

OK as is – No Changes _____
Initial

OR

OK with changes as initialed above _____
Initial

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The following License agreement sections if applicable shall carry separate addendums

INSURANCE AND INDEMNITY: See Insurance and Indemnity Addendum

SECURITY: See Security Addendum

CATERING AND CONCESSIONS: CENTER reserves all rights and privileges, including the dispensation and sale of all food and beverages. All catering and concessions during events must be performed by CENTER, unless special dietary requirements for the events are specified, in which case the CENTER'S prior written approval is required for use of a provider in that special circumstance. CENTER reserves the right to transfer this authority at any time. No outside food or beverage is permitted to be brought into the CENTER. This includes, but is not limited to; doughnuts, coffee, soft drinks, fast food and pizza delivery. A 20% Service Charge will apply to all food and beverage service. 100% of this service charge is retained by the VENUE. 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.

ADA COMPLIANCE: The CENTER shall be responsible for ensuring that access into the licensed area(s) complies with the Americans with Disabilities Act (ADA). The CENTER shall also be responsible for ensuring to the extent possible without incurring any additional charges, the common areas inside the building (e.g., elevator access, ramp access, restroom facilities) are accessible to, and usable by, individuals with disabilities and otherwise comply with the ADA. CLIENT shall be responsible for ensuring that the space licensed by CENTER to CLIENT complies in all respects with the ADA, including accessibility, usability and configuration. CLIENT shall be responsible for furnishing auxiliary aids and services such as wheelchairs, braille programs and materials, sign language interpreters, TDD telephone and ramping, and for ensuring that the policies, practices and procedures CLIENT applies in its use and occupancy of the premises are in compliance with the ADA.

COMPLIANCE WITH RULES AND LAWS: CLIENT shall use and occupy said premises in a safe and conservative manner and shall comply with all applicable city ordinance, state and federal laws and all rules and regulations pertaining to the CENTER proclaimed by the CITY, and all other rules and regulations defined by Fire and Police Departments and other governmental authorities, as may be in force and effect during the term of this Facility Use Agreement.

MAXIMUM OCCUPANCY: CLIENT shall not sell, allow or cause to be sold or issued, admission tickets in excess of the seating capacity of, or admit a larger number of persons to the leased area than can be properly and safely seated and move about in a said leased area, and the decision of the CENTER in this respect shall be final.

HALLWAYS AND PUBLIC SPACES: Hallways and public spaces are not exclusive to any CLIENT and are for public thoroughfare access. Exhibits, tables, chairs and static displays are not permitted without the expressed written consent of CENTER and only if rentable space is unavailable. The exception of registration or admission table(s) is permitted with final approval of CENTER.

LOADING ZONES: All equipment and personnel shall be brought into and taken out of the CENTER only at such entrances as exits designated by the CENTER.

OUTSIDE SERVICES: CENTER retains the right to approve or deny any and all outside contractors, vendors and other entities providing services on the premises.

PROPERTY: CENTER and CITY officers, agents or employees assume no responsibility whatsoever for any property placed in said premises and are hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property that may be sustained by reason for the occupancy of said premises under this Facility Use Agreement. CENTER shall have the sole right to collect and have custody of all articles left on the premises by persons attending any function held on the premises. Any property left on the premises by CLIENT shall, after a period of thirty (30) days from the last day of this Facility Use Agreement term, be considered abandoned and become the property of CENTER.

DESTRUCTION BY FIRE, ETC.: In the event the CENTER or any part thereof is damaged by fire or if for any other reason, including strikes, failure or utilities or any act of God which, in the judgment of the CENTER, renders the fulfillment of the Facility Use Agreement by CENTER impossible, CLIENT hereby releases and discharges CENTER and CITY and its agents from any and all demands, claims, actions and causes of actions arising from any such causes.

OK as is – No Changes _____
Initial

OR

OK with changes as initialed above _____
Initial

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05/05/26 - 05/06/26

DAMAGES TO THE PREMISES: CLIENT shall neither deface, injure, distort, nor in any manner damage the premises, and shall neither cause nor permit anything to be done whereby the premises shall be in any manner injured, defaced or damaged. CLIENT shall neither drive or permit to be driven by any party acting by or through it nails, staples, hooks, tacks, screws or such into any part of the premises; or to erect or cause to be erected any decorations, or adhesives, including tape, that would disfigure the walls, ceilings, floors, facilities and equipment contained within the premises. Materials may be attached in or to the premises by means of cords, ropes or ribbons, or in any other manner which will not mar, deface, or damage the premises or its furnishings and fixtures, provided prior written consent of the CENTER for such method of attachment is obtained. CLIENT shall not make or allow to be made any alterations of any kind to the CENTER or equipment therein, and it is especially agreed that the walls, floors, ceiling, or other areas of the buildings for its furnishings or fixtures are not be painted by CLIENT or its agents or have immovable covering applied. CLIENT shall not use or permit to be used any flammable materials on the premises.

NOTICE AND WAIVER REGARDING COVID-19: CENTER acknowledges that the COVID-19 pandemic is an ongoing and unpredictable public health emergency, which could impact the licensed premises. Should unforeseen impacts of the COVID-19 pandemic prevent CENTER from performing its obligations under this agreement, and if the Board of Mayor and Alderman deem it necessary to heighten restrictions and guidelines to impact the use of the venue, the CLIENT'S obligation to pay the licensing fee and to perform other obligations under this agreement shall be excused and the CLIENT'S sole remedy shall be a refund of the licensing fee. The CLIENT thus assumes all risks of such impacts in entering this agreement and hereby releases and waives any claims against the CENTER for any losses, costs, or incidental and consequential damages sustained or incurred by the CLIENT as a result of COVID-19 related closures or delays. Decisions as to whether licensed premises are available with respect to health and COVID-19 issues are up to the sole discretion of the CENTER.

NOTICES AND WRITTEN REQUESTS: Any notice or communication that the CENTER may desire to give CLIENT shall be deemed sufficiently rendered or given if the same be in writing and sent by registered or certified mail addressed to CLIENT as set forth at the latest address substituted therefore by CLIENT in writing to CENTER, or left at such address or delivered to CLIENT'S representative; and the time of such notice or communication shall be deemed to be the time when the same is mailed, left or delivered as herein provided. Any notice and/or written request from CLIENT to CENTER shall be validly given if sent by registered or certified mail addressed to:

Executive Director
 Vicksburg Convention Center
 1600 Dr. Briggs Hopson Blvd.
 Vicksburg, MS 39180

CANCELLATION/CHANGES TO DATE(S) OR LICENSED AREA(S): In the event CLIENT cancels its event prior to the scheduled date or requests changes to licensed date(s) and/or licensed areas(s), CLIENT shall forego any and all payments that have been tendered prior to cancellation. Space rental fee is non-refundable and any charges for outside equipment and services that cannot be cancelled are non-refundable.

<p>Vicksburg Police Department City of Vicksburg</p> <p>820 Veto Street Vicksburg Mississippi mayorwillisthompson@vicksburg.org</p> <p>Authorized Signature:</p>	<p>VICKSBURG CONVENTION CENTER MANAGED BY VENUWORKS OF VICKSBURG, LLC, A WHOLLY OWNED SUBSIDIARY OF VENUWORKS, INC</p> <p>1600 Dr. Briggs Hopson Blvd. Vicksburg, Mississippi 39180 601.630.2929</p> <p>Authorized Signature:</p>
<p>BY:</p>	<p>BY:</p>
<p>Willis Thompson TITLE: Mayor</p>	<p>Donna Gray TITLE: Executive Director</p>

OK as is – No Changes _____
 Initial

OR

OK with changes as initialed above _____
 Initial

**Vicksburg Convention Center
Addendum # 1
Facility Use Agreement # 6631-01
VPD Media Management Training
05/05/26 - 05/06/26**

INSURANCE AND INDEMNITY: CLIENT agrees to protect, indemnify and hold harmless the CENTER, CITY and VenuWorks of Vicksburg, LLC, their respective parents, subsidiaries, affiliates, directors, officers, employees, insurers and agents from any and all claims, demands, suits, actions, liabilities, damages, penalties, causes of action, obligations, costs and expenses (including court costs and attorney's fees and related disbursements) imposed upon, incurred by, or asserted against CENTER by reason of any accident, injury to, or death of persons, or loss of or damage to property occurring on or about the CENTER arising out of, connected with, or related to the use of the CENTER by CLIENT as contemplated by this license agreement except where caused by the negligence of CENTER, its agents, employees or invitees and except where caused by or related to the caterer and concessions and the operation thereof if the CENTER has contracted with the concession and catering service as an exclusive. In the case any action, suit or legal proceeding is brought against the CENTER by reason of any such occurrence, CLIENT (at its expense) will resist, and defend such action, suit, or proceeding, or cause the same to be resisted and defended by counsel subject to CENTER'S reasonable approval. If CLIENT fails to provide an acceptable attorney and to commence defense within fifteen (15) days of the date of the claim or legal proceeding was filed, then CENTER can employ an attorney and defend said claim and/or legal proceeding and CLIENT will reimburse CENTER for all such costs incurred resulting from injuries or death to any persons, or damage or loss of any property prior to, during or subsequent to the period covered by this Facility Use Agreement arising from any activity undertaken by CLIENT, or by CENTER or their employees or agents in the performance of any terms, conditions or promises under this Facility Use Agreement or in the use of the facilities leased or services obligated hereunder, except with the respect to any claim proven to be solely to the willful act of the CENTER, from which claim CENTER similarly agrees to indemnify CLIENT. This indemnity clause is based on the fullest extent permitted by law.

In connection with each event presented by the CLIENT, CLIENT shall provide CENTER with a certificate of insurance for comprehensive general liability, including blanket contractual liability, in the amount of \$2,000,000.00 combined single limit for injuries and property damage, including death, sustained by any one person; \$3,000,000.00 in the aggregate per event plus \$300,000.00 for property damage. The terms of the coverage shall coincide with the date(s) of this Facility Use Agreement, including move-in, rehearsals, set-up, move-out and tear-down. The insurance policy shall have no encumbrances which preclude settlement of such claims against it with reference to the event(s) noted in this Facility Use Agreement. In certain circumstances and for certain events that pose higher exposure of liability, CENTER may at its sole discretion, mandate higher limits of coverage than described in this section.

CLIENT shall name the City of Vicksburg and Officers and elected Officials, VenuWorks of Vicksburg, LLC and VenuWorks, Inc. as additional insured.

Certificate Holder:

VenuWorks of Vicksburg, LLC
1600 Dr. Briggs Hopson Blvd.
Vicksburg, MS 39180

Aggregate limits as they relate to insurance requirements here stated shall be on a per event basis. All coverage and limits shall be in an occurrence basis, and not on a claims made basis.

In the event CLIENT does not provide proper certification of the insurance coverage to CENTER ten (10) business days prior to the first date of facility use, this agreement automatically releases CENTER and its employees from any and all liability pertaining to the use of said facility and may result in the event being automatically canceled. CENTER may opt to obtain event insurance and hold CLIENT liable for payment on the coverage if CENTER so chooses. Additionally, CLIENT hereby agrees to release and indemnify CENTER and to hold CENTER, its agents and employees harmless from all liability to any participant or invitee.

___ Please purchase my insurance for me. I understand this cost will be part of the additional incidental fee I will pay prior to the contracted date.

___ I will provide my own insurance and the certificate of insurance will be provided to the CENTER ten days prior to the first date of facility use.

Any and all property owned by CLIENT or under CLIENT'S custody or control that is kept in the CENTER and/or premises owned by CENTER is at CLIENT'S own risk. CENTER shall have no liability whatsoever if any such property is damaged, destroyed or lost regardless of cause while it is located in the CENTER or on other premises owned by the CENTER. CENTER shall not be responsible or held liable for any loss or damage to any property which is owned by CLIENT, CLIENT'S agents or under CLIENT'S control, no matter what the cause, while moving into or moving out of or during storage in the CENTER. The CENTER shall not be liable to the CLIENT, its employees or agents for any defects, which at the time of acceptance of the premises exist or which may thereafter develop while being used by the CLIENT.

CLIENT:
Vicksburg Police Department

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

By: _____
Mayor Willis Thompson
Date: 04/06/2026

By: _____
Donna Gray, Executive Director
Date: _____



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 Media Management Training (6631)

Total Planned Attendance: 30

Start-End: Tue 05/05/26 07:00 AM - Wed 05/06/26 11:59 PM

Booked Space(s)	Duration	Usage
Meeting Room 2	05/05/26 07:00 AM - 05:00 PM	
Meeting Room 2	05/06/26 07:00 AM - 05:00 PM	

Description	Units	Rate	Charges
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Sales

Booking Function (1) Tue 05/05/26 07:00 AM - Wed 05/06/26 05:00 PM

No Space Assigned

Space Rent - Meeting Room 2	1.00 EA	\$225.00 / DAY	\$225.00
Space Rent - Meeting Room 2	1.00 EA	225.00 / DAY	225.00
Total For Sales:			\$450.00
Total Charges:			\$450.00

Total Outstanding Charges: \$450.00

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.

VPD Media Management Training (6631)

Total Planned Attendance: 30

Start-End:

Tue 05/05/26 07:00 AM - Wed 05/06/26 11:59 PM

Client Signature _____ **Date** 04/06/2026

Venue Signature _____ **Date** _____