

# 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 Rev. Dr. Martin Luther King, Jr. Birthday Memorial Committee

Primary Contact Person Bobbie Bingham Morrow

Address P.O. Box 1561

City Vicksburg State MS Zip 39181-1561

Telephone (Day) 601-630-5847 Email binghammorrow@yahoo.com

Date(s) Requested January 20, 2025

Event Start Time(s) 5:00 p.m. Event End Time(s) 7:00 p.m.

\*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)

Federal Holiday celebration honoring the life and legacy of Rev. Dr. Martin Luther King, Jr.

January 15th will be Dr. King's 96th birthday and this will be the 39th holiday and celebration in Vicksburg.

Signature Bobbie Bingham Morrow

Today's Date January 3, 2025

***Do NOT write below this line***

(Signify approval with initials below)

Reviewed —City Clerk, Deborah A. Kaiser-Nickson

Mayor Flaggs, Jr. \_\_\_\_\_ Alderman Monsour, Jr. \_\_\_\_\_

Alderman Mayfield \_\_\_\_\_