



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 VCCDirector@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 Street

City of Vicksburg

Date of Request: **March 24, 2025**

Authorized Representative: **Marty White**

Date/s of inquiry: **April 25, 2025**

Name of Group: **Teller, Hopson, Schrader**

Number of attendees **42**

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
March 25, 2025	N/A	VCC	In Town	N/A	
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

Signature of Requester

Date

Signature of VCC Executive Director

Date



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SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category

The Senior Center ☒ Vicksburg Convention Center VCVB Main Street
City of Vicksburg

Date of Request: **March 26, 2025**

Authorized Representative: **Marty White**

Date/s of inquiry: **April 29-May 1**

Name of Group: **MS Master Gardener Association**

Number of attendees **42**

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
4/29/25	10:00am	VCC	Downtown & YMCA Garden	5:00pm	10-20 Miles
4/30/25	2:00pm	VCC	Downtown & Cedar Grove Inn	7:00pm	5-10 Miles
5/1/25	10:00am	VCC	Vicksburg Airport	4:00PM	10-20 Miles
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

Signature of Requester

Signature of VCC Executive Director

Date

Date



Motor Coach Reservation Form

The Motor Coach 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 reservation. The motor coach 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, Main Street city events, tour events or special events sponsored by the Vicksburg Convention and Visitors Bureau and city related events/functions by the City of Vicksburg. The motor coach is not to be utilized by private entities or for the benefit of private programs.

SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category

☒ The Senior Center

☐ Vicksburg Convention Center

☐ VCVB

☐ Main St.

City of Vicksburg

Date of Request:

March 27, 2025

Authorized Representative:

Jennifer Harper

Date/s of inquiry:

May 9, 2025

Name of Group:

Senior Center

Number of attendees

(minimum of 15 required) 30

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
5/9	10 Am	Jackson	MS Museum of ART	5pm	
			MS Remembers Hurricane Katrina Exhibit		
This section to be filled out by Driver		Beginning Mileage	Ending Mileage	Gallons used	

Est. # (4 min) of hours

Driver Rate

Total

\$30.00

\$0.00

Miles

Rate

Total

0.54

\$0.00

\$0.00

Jennifer Harper

3/27/25

Signature of Requester

Date

(by the signing of this form I state that this request is for a city related event or tourism function as listed in the approved Rules & Regulations)

Donna Gray

3/27/25

Signature of VCC Executive Director

Date

Signature of Requester
Signature of Requester

Date
Date



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SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category

The Senior Center

Vicksburg Convention Center

VCVB

Main Street

☒ City of Vicksburg

Date of Request: **3/31/2025**

Authorized Representative: **Mayor George Flaggs, Jr.**

Date/s of inquiry: **April 24, 2025**

Name of Group: **Miss Mississippi Teen**

Number of attendees **30**
(minimum of 15 required)

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
4/24/2025	12:00pm	Mulberry	Military Park	8:00pm	
4/24/2025	12:00pm	Military Park	Auditorium	8:00pm	
		Auditorium	Mulberry		
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

Signature of Requester

3/31/2025

Date

Signature of VCC Executive Director

3/31/2025

Date