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	x	Main Street
	City of Vicksburg			

Date of Request: 01/08/2024

Authorized Representative: Mayor George Flaggs

Date/s of inquiry: 06/15/2024

Name of Group: Anderson/Lacey Family Reunion

Number of attendees (minimum of 15 required)

TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
6/15/2024	8:00am				

This section to be filled out by Driver	Beginning Mileage	Ending Mileage	Gallons used		

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

Deposit due within 7 days of confirmation $0.00

Signature of Requester   1/8/2024
                                                                                        Date

Signature of VCC Executive Director   Date