

Vicksburg City 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 Vicksburg Municipal Court -Domestic Violence Victims Empowerment Program

Primary Contact Person Judge Toni Terrett

Address 820 Veto Street

City Vicksburg **State** MS **Zip** 39180

Telephone (Day) 601-801-5362 **Fax Number** 601-801-3891

Date(s) Requested August 17-18, 2017

Event Start Time(s) 1 p.m. (8/17) **Event End Time(s)** 6 p.m. (8/18)

***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)

We are hosting a county-wide domestic violence conference that is designed to educate law enforcement, case workers, students, and the general public about issues related to domestic violence.


Signature

4/5/2017
Today's Date

Do NOT write below this line

(Signify approval with initials below)

Reviewed – Walter W. Osborne, Jr., City Clerk

Mayor Flaggs **Alderman Mayfield** **Alderman Thompson**

City of Vicksburg

Municipal Court

820 Veto Street
Vicksburg, MS 39180
601-631-3742

April 5, 2017

Mayor and Board of Aldermen
City of Vicksburg

Re: Request for Complimentary Use of Vicksburg City Auditorium

Dear Gentlemen:

The Vicksburg Domestic Violence Victims' Empowerment team is working to host a county-wide domestic violence conference that will hopefully bring more awareness to this issue that greatly affects our community. The tentative dates for the event are August 17-18, 2017. We will kick off with a reception and activity for the youth that Thursday followed by a day of workshops on Friday.

I am writing to ask for complimentary use of the Vicksburg City Auditorium for the dates mentioned. We are working to invite a range of speakers from various venues. The event is free and open to the public, but registration will be required.

Please let me know if you have any questions about this request. We are very excited about this opportunity to serve our community in this unprecedented way. I hope that we can count on your support of this event. More details will be forthcoming as we finalize our plans.

Thank you,



Toni Terrett
Municipal Court Judge

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