

# 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 United Way of West Central MS

Primary Contact Person Michele Connelly

Address 920 South Street

City VICKSBURG State MS Zip 39180

Telephone (Day) 601-636-1733 Fax Number \_\_\_\_\_

Date(s) Requested OCTOBER 30, 2017

Event Start Time(s) NOON Event End Time(s) 2 PM

**\*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)**

United Way of West Central Mississippi's

Agency Appreciation Luncheon

Signature Michele Connelly Today's Date Aug 29, 2017

*Do NOT write below this line*

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(Signify approval with initials below)

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

Mayor Flaggs \_\_\_\_\_ Alderman Mayfield \_\_\_\_\_ Alderman Monsour \_\_\_\_\_

United Way of West Central MS  
920 South Street  
Vicksburg, MS 39180  
tel 601.636.1733  
fax 601.638.7636  
www.unitedwayvicksburg.org



United Way of  
West Central Mississippi

City of Vicksburg  
Attn: Walter Osborne, City Clerk  
Mayor George Flagg  
Alderman Michael Mayfield  
Alderman Alex Monsour  
PO Box 150  
Vicksburg, MS 39181

August 29, 2017

Re: United Way of West Central Mississippi's Agency Appreciation Luncheon, October 30<sup>th</sup>

Dear Gentlemen,

On October 30, 2017, United Way of West Central Mississippi (64-0330259) will be partnering with the City of Vicksburg to celebrate our non-profit agencies and other community leaders who have contributed to the Culture of Health which was recently recognized by the Robert Wood Johnson Foundation. It is our hope to host this fabulous celebration at the City Auditorium where the guests of honor will be served a delicious luncheon at noon, immediately before the ceremony officially begins at 12:30 PM. The luncheon will be invite only; however, the ceremony will be open to the general public. The event will be free of charge to all who attend, as we are fortunate to have generous sponsors cover the cost of the meal.

We are asking the City of Vicksburg, as a co-sponsor, to waive the rental fee of the City Auditorium and other associated costs, so that all other donations will be used to make this celebration one to remember!

Again, thank you for your continued support of United Way of West Central Mississippi. We look forward to celebrating our community with you on this very special day!

Sincerely,

Michele Connelly  
United Way of West Central Mississippi  
Executive Director

GIVE. ADVOCATE. VOLUNTEER.