

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 American Legion Post 213

Primary Contact Person Willie Glasper

Address 1618 Main St.

City Vicksburg State MS Zip 39183

Telephone (Day) 601 415 7540 Fax Number N/A

Date(s) Requested May 28, Monday, Memorial Day

Event Start Time(s) 8 AM Event End Time(s) 1 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)

Conduct Memorial Day Activities to honor Fallen Heroes
Presentation of Colors, National Anthem, Blessing, Speeches

Richard P. Martin 5/11/18
Signature Today's Date

Willie Glasper *Do NOT write below this line*

(Signify approval with initials below)

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

Mayor Flaggs _____ Alderman Mayfield _____ Alderman Monsour _____



American Legion Tyner-Ford Post 213
1618 Main Street
Vicksburg, Mississippi 39180



May 11, 2018

City of Vicksburg
1401 Walnut Street
P.O. Box 150
Vicksburg, MS 39181

Dear Mayor and Alderman,

The American Legion Post 213 is helping to sponsor Memorial Day Activities on Monday, May 28, 2018. There is a parade at 10 AM, at 11 AM a patriotic program at the City Auditorium, and at 1 PM a wreath laying at the Vicksburg National Cemetery,

This is a request to waive the rental fees on the City Auditorium on May 28, 2018. The program is open to the public and is free of charge. It has a patriotic theme honoring all of our Fallen Heroes that have died in the service of our country in time of war. This is a time and place that the public can come and honor those that have given so much for our country.

We appreciate your consideration of this request. Should you have further questions you can contact Willie Glasper at (601) 415-7540.

Respectfully,

A handwritten signature in cursive script that reads "Richard P. Martin".

Willie Glasper
Commander
Sons of American Veterans

Handwritten initials, possibly "WJG", written vertically next to the typed name.