

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 Housing Authority

Primary Contact Person Cassandra M. Grover

Address 131 Elizabeth Cr

City Vicksburg State US Zip 39183

Telephone (Day) 601. 638. 1661 Fax Number 601. 638. 6993

Date(s) Requested December 18, 2018

Event Start Time(s) 4pm Event End Time(s) 8pm

*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)

Annual Public hearing followed by 50th Anniversary
Christmas open house

[Signature]
Signature

11/27/18
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 Monsour _____

Vicksburg Housing Authority



Ben Washington
Executive Director

601-638-1661 Office
601-638-6993 Fax

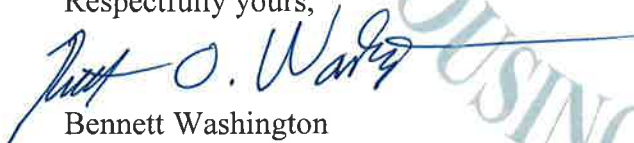
November 27, 2018

Mayor and Board of Aldermen
City of Vicksburg
1401 Walnut St
Vicksburg, MS 39180

Gentlemen,

I wish to respectfully request the complementary use of the Vicksburg City Auditorium on Tuesday December 18, 2018, between the hours of 4 to 8 PM. As you are aware the Vicksburg Housing Authority is a nonprofit agency and I further request that the rental fees be waived. The Vicksburg Housing Authority will have its Annual Public hearing along with celebrating its 50th Anniversary coupled with a Christmas celebration for its tenants, and the public is invited free of charge.

Respectfully yours,


Bennett Washington
Executive Director

