

# 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 Heritage Guild of Vicksburg Warren Co.

Primary Contact Person JOYCE Clingan

Address 1214 Adams St

City Vicksburg State MS Zip 39183

Telephone (Day) 601-415-0149 Fax Number 601-661-0713

Date(s) Requested 6-25-2019

Event Start Time(s) 11<sup>30</sup> Am Event End Time(s) 2:00 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)**

Annual meeting - Speaker and lunch

Served - historic preservation of Vicksburg

Signature Joyce Clingan

1-28-19  
Today's Date

**Do NOT write below this line**

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(Signify approval with initials below)

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

Mayor Flagge GFS Alderman Mayfield \_\_\_\_\_ Alderman Monsour AM

# HERITAGE GUILD OF VICKSBURG & WARREN COUNTY, INC.

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 Heritage Guild

1208 Adams Street, VICKSBURG, MISSISSIPPI 39183

[heritageguildvbg@aol.com](mailto:heritageguildvbg@aol.com)

Honorable George Flaggs

Mayor of Vicksburg, Mississippi

Vicksburg, MS 39180

Mayor:

The Heritage Guild of Vicksburg Warren County is continuing to move in the direction of making our city THE HISTORIC CITY of Mississippi. We have enjoyed our relationship with the city and we want to continue to be an asset to your board.

The annual meeting has been a major part of keeping us transparent and making sure the community knows of our endeavors and projects. This year, as in the past, we are asking if the city would waive the rental fee at the city auditorium for our meeting, June 25, 2019, at 11:30 A.M. We will be more than proud to share any material with the city logo for printed materials or marketing.

The guest speaker is not completely firm, but we are asking Mr. Delbert Hoseman. He would be speaking about keeping the wetlands protected for future generations and the importance of our heritage and the culture of our state. I should have his response this week.

Again, thank you for support, always.

Joyce Clingan, President

Heritage Guild of Vicksburg Warren County