

# Vicksburg City Auditorium

## Rental Rates and Policies

### Rental Rates

#### Private or Commercial Events:

- Typical private or commercial events are: Job Fairs, Family/School Reunions, Private Dances and Parties, Wedding Receptions, Cotillion/Beautillion, Sub-Deb Balls, Trade Shows, Consumer Shows, etc.

- A Religious, Community, Civic, or Non-Profit Event for which **a charge is made for the public to participate (whether by a ticketed attendance fee, donation, sponsorship, registration or membership fee)** falls under this category as well.

- **Charge:** \$500.00 per day base rent, plus insurance, event attendants, security and other charges as applicable.

In addition, there is a \$200.00 deposit. If it is determined that the event did not require extra services or more than normal clean-up after the event, the City of Vicksburg will refund the deposit.

#### Non-Profit, Community, Civic, Religious Events:

- A non-profit community or civic event is one that is of a general community or civic interest that is **open to the public without charge**. The religious event has to be **open to public participation and attendance without charge**, and is sponsored by a recognized place of worship. This rate also applies to funerals.

- **Charge:** \$300.00 per day base rent, plus insurance, event attendants, security and other charges as applicable.

In addition, there is a \$200.00 deposit. If it is determined that the event did not require extra services or more than normal clean-up after the event, the City of Vicksburg will refund the deposit.

### **Flat School Rate:**

- Officially sanctioned school (Public and Private Schools) events within Vicksburg/ Warren County at the elementary or secondary school level such as homecomings and proms (closed to the general public) or fundraisers (open to the general public) for which a charge may be made for entrance to or participation in the event.
- **Charge:** \$300 per day base rent, plus insurance, event attendants, security and other charges as applicable.

In addition, there is a \$200.00 deposit. If it is determined that the event did not require extra services or more than normal clean-up after the event, the City of Vicksburg will refund the deposit.

### **Official School and Government Events:**

Official school and/or government events are those events sponsored by a school or recognized local government entity for activities such as training seminars which are **open to the public and for which no charge is made for entrance to or participation in the event.**

- **Charge:** No base rental fee, subject to approval by a two-thirds majority decision by the Board of Mayor and Aldermen. This is not intended to allow long term use or repeated use on a non-charge basis, particularly if other facilities can be available to the school or government agency. Other charges such as insurance, event attendants, security, equipment, etc. will apply.

If it is determined that the event requires extra services or more than normal clean-up after the event, an additional charge of up to \$200.00 per day may be assessed for that event.

An ***Application for Complimentary Use*** form is available from the Office of the City Clerk at 1401 Walnut Street. Once completed, this form will be reviewed by the City for qualification and forwarded to the offices of the Mayor, North Ward Alderman and South Ward Alderman. Upon a majority approval, the application will be processed into a License Agreement.

## Rental Policy

### **Client will be responsible for the following:**

- ◆ Daily Space Rental (\$500, \$300 or \$0)
- ◆ Event Insurance (See section entitled "Insurance")
- ◆ Set-Up, Tear-Down and Clean-up Fee (if applicable)
- ◆ Operations Staff/Event Attendants - a minimum of one (1) required during all usage times and two (2) during event hours unless otherwise specified (in writing) by Management
  - ◆ \$15.00 per person per hour - 4 hour minimum

### **Policies:**

- ◆ **Security** - A minimum of (1) one security person is required at all times unless otherwise specified by Management. The number of required personnel will be determined at the time of contracting the event and this expense is the sole responsibility of the client. Security agencies licensed in the State of Mississippi are the only firms that may be contracted by the client. A list of approved security firms is available in the City Clerk's Office. The City reserves the right to increase the number of required security for any given event.
- ◆ **Food and Beverage** - Only caterers licensed in the State of Mississippi are permitted to operate at the Auditorium. A copy of the caterer's license, Certificate of Liability and food permit is due in to the City Clerk's Office no later than 30 days prior to event.

Exceptions can be made on an event-by-event basis (for a pot luck affair, etc.) if a waiver is signed by the client releasing the City of Vicksburg, from any and all liability arising out of the food and beverage brought into the facility. Prepackaged food and beverage products are permitted.

A \$100 kitchen rental/cleaning fee is required in addition to any space rental.

- ◆ **Alcoholic Beverages** - Alcoholic beverages (Beer, Wine and Liquor) must be served and/or sold ONLY by a caterer with a current and valid OFF PREMISE LIQUOR LICENSE. A copy of the license must be on file in the Convention Center/Auditorium's offices 30 days prior to the event, or authorization will be suspended. In addition, liquor liability insurance must be obtained (either by the caterer or by client purchase through the City or both) in the amount of \$2 million occurrence, \$4 million aggregate and must include City of Vicksburg as additional

insured. An additional fee for this insurance is applicable if obtained through the City. Events that allow patrons or attendees to bring in their alcoholic beverages (Bring Your Own Beverage hereinafter "BYOB") must have insurance with liquor liability in the amount of \$2 million single occurrence/\$4 million aggregate naming the City of Vicksburg as additional insured. An additional fee for this insurance is applicable if obtained through the City. Events that have both a caterer selling or serving alcohol and BYOB must have both insurance coverages.

- ◆ **Insurance** - All events must have a certificate of insurance for comprehensive general liability, including blanket contractual liability, in the amount of \$1,000,000.00 combined single limit for injuries and property damage; 1,000,000.00 in the aggregate per event plus \$500,000.00 for property damage. The following entities must be added to the insurance policy as additional insureds: The Board of Mayor and Aldermen of the City of Vicksburg, George Flaggs, Jr., Michael A. Mayfield, Sr. and Alex Monsour, individually, City of Vicksburg, City employees.

If the user does not provide proof of insurance for the event, the City will obtain insurance at the user's expense (premiums begin at \$100.00 per day and are higher depending on the type of event). Please inquire with the City Clerk's Office.

Events with alcoholic beverages on premises (either sold, served or brought in) must also provide liquor liability in addition to general liability.

### **Emergency Situations:**

An Emergency situation is one that results from a natural calamity (i.e. Civil Defense Emergencies, etc.) or other situations where the auditorium may be needed for the protection or the health, safety and welfare of the citizens of Vicksburg. The Auditorium may be used free of charge in emergency situations when permission is granted by a member of the Board of Mayor and Aldermen.

In the event of a declared emergency, use of the auditorium may be required as an emergency shelter or facility. If necessary, contracted events may be cancelled or rescheduled at the sole discretion of the City to accommodate emergency situations.

### **General Provisions:**

For the purpose of assisting in the interpretation of the above schedule, the following shall apply:

**A:** A day of use is considered to be any day or a part thereof in which the

Auditorium is utilized in any way for the event or setting up for the event. If an organization schedules an event for a particular day, and needs to set-up in the Auditorium the preceding day, that shall be considered two days, and the charges shall be paid for two days.

**B:** All users will sign an appropriate license agreement with the City of Vicksburg for use of the Auditorium, which shall include among other matters, their agreement to be responsible for any damages that arise in any way from their use of the Auditorium.

**Tables & Chairs:**

The Auditorium tables & chairs are allowed only for use in the City Auditorium. Other equipment may be available at established and/or published rates.

**Exceptions:**

The City of Vicksburg reserves the right to either reduce or waive the charge for a particular event if any two members of the Board of Mayor and Aldermen determine that the particular event is an official school or government event or has significant economic, cultural, social, or educational impact on this community to justify a deviation. A determination to waive or eliminate the charge for a particular event must be in writing signed by two members of the Board of Mayor and Aldermen.

## **IMPORTANT INFORMATION REGARDING YOUR EVENT**

### **PAPER WORK**

*All paper work, including addendums, contracts, and security orders must be turned in no later than the date specified to the client. All balances must be paid in full no later than 2 weeks prior to the event, or the event will be canceled, and your deposit and other fees paid will not be refunded. Deposits are refunded if there are no damages to the facility and no excess cleaning involved post event. It takes 10-60 days to receive your refund.*

### **EXTRA DAYS OF RENTAL**

*If you need extra days to rehearse, practice or decorate, then you will be charged \$500 rental per day, plus insurance and attendant fees for those additional days. These days are viewed as an additional day of rental and the client will be charged for such.*

### **SECURITY**

*Any event that has alcohol on the premises will have a minimum of 2 guards present. Depending on the type and nature of the event and what all it entails will be the deciding factor in the number of security personnel that are needed to be present before, during and after the event. All security personnel must be on site at least 1(one) hour prior to the start of the event. Concerts/shows may require security on site for more than 1 hour prior to the start of the event. The City of Vicksburg will relay to the client the amount of security personnel needed for each event after the client has provided us with adequate event information. Security can and may be increased at any given time.*

*All security companies not listed on the reference sheet in the Auditorium rental packet must have or obtain a PRIVILEGE LICENSE TO WORK IN THE CITY OF VICKSBURG; they must also carry INSURANCE COVERAGE and name the City of Vicksburg as additional insured.*

*All security costs are the sole responsibility of the client, and those costs are paid to the security provider and not the City of Vicksburg. We must have proof that these costs are paid in full to the provider no later than 2 weeks prior to the event or the event will be canceled without further notice.*

## **ALCOHOL PROVIDERS/BYOB LIQUOR LIABILITY INSURANCE COVERAGE**

*Please be advised that only ABC LISCENSED AND LIQUOR LIABILITY INSURED alcohol providers can be used. If they are not listed on the reference sheet in the auditorium rental packet then they will need to contact us to provide proof of License and Insurance before they can be used. If the client does not want to use a Licensed and insured alcohol provider then they have the option to purchase BYOB INSURANCE which will allow them and the attendees to bring in their own alcoholic beverages, in that case special liquor liability insurance must be obtained and paid for by the client to Event Helper. A proposal will be drawn up and emailed to the client with a link provided to purchase the insurance. This will allow the client and the event attendees to bring in their own liquor.*

## **CATERING/FOOD**

*All caterers not on file and listed on the reference sheet in the auditorium rental packet must be licensed and obtain a FOOD PERMIT and a CATERING LISCENCE. If the client chooses to bring in their own food, then a liability waiver must be signed.*

## **CANCELATION POLICY**

*In the event of cancellation, there will be NO REFUND given for the deposit or other fees paid.*

*If you have any questions/concerns about any of the information provided, please ask. I will be glad to help and provide you with any assistance you may need.*





# VICKSBURG AUDITORIUM RENTAL APPLICATION

Mail or fax to: City of Vicksburg • City Clerk's Office  
 P.O. Box 150 • Vicksburg, MS 39181-0150 • Fax: (601) 631-3778 • Email: [lpalmertree@vicksburg.org](mailto:lpalmertree@vicksburg.org)  
 To be completed by APPLICANT. Please **PRINT** when filling out this form.

This application must be completed to request use of the Vicksburg Auditorium. The accuracy and completeness of the information provided below are very important in allowing your request to receive maximum consideration. Be as detailed as possible. Until this Auditorium Rental Application is officially received in the City Clerk's Office of the City of Vicksburg and a formal Auditorium Use Agreement executed, there is no legal or binding commitment between the City of Vicksburg and the Applicant.

<b>Contact Person/Title:</b>		<b>Organization (Prospective User):</b>	
<b>Mailing Address:</b>		<b>City/State/Zip:</b>	
<b>Email Address:</b>		<b>Phone (Include Area Code):</b>	
<b>Fax (Include Area Code):</b>		<b>Cell (Include Area Code):</b>	
<b>Event Name:</b>			
Failure to provide a <b>detailed &amp; accurate</b> description of your event may result in a delay of approval, and or cancellation.			
<b>Type of Event: Please circle your selection:</b> <b>Convention Meeting Banquet Wedding Reception Wedding &amp; Reception</b> <b>Family Reunion Funeral Concert Comedy Show Church Function Other (Please specify)</b>			
<b>Date(s):</b>  _____ / _____ / _____ to _____ / _____ / _____		<b>CLIENT MOVE IN-SET UP TIME</b> <b>Time needed in prior to event to decorate/set up</b>  Time: _____ to _____ <b>Actual Event Start and End times, please be specific</b>  Time: _____ to _____	
<b>Total Days Requested:</b>			
<b>Will you need the day prior to event for move in or set-up:</b> <b>Yes No</b> (If yes, you will be charged another day's rental plus other fees.)		<b>Number of Attendees Expected:</b>	<b>Name of security provider:</b>  <u>Security Provider must have on file with the City Clerk's Office a valid insurance certificate and Business License</u>
<b>Will event be open to the public: Yes No</b>		<b>Will you charge admission or collect donations: Yes No</b>	
<b>Will you be serving food at this event: Yes No</b> (If yes, you will be responsible for cleaning the area after use, including removing all food wastes. Extra charges will be assessed if the area is not cleaned.) <b>Name of Caterer:</b> _____ <b>If you are bringing in your own food/beverage then you must sign a waiver of liability form. Self Provided Food/Beverage Yes No</b>			
<b>Will you be having any type of entertainment at this event? DJ R&amp;B Hip-hop Gospel Other?</b> If other is checked, please advise what type of entertainment/genre of music will be played:			
<b>Will alcohol be present at this event: Yes No</b> <u>Person/Caterer who serves alcohol must possess a valid ABC license in the State of Mississippi and a valid liquor liability insurance policy certificate . If you would like to have a BYOB event please ask about the conditions/terms/costs related to this option.</u>			
<b>Microphones Yes No</b>		<b>Sound System Yes No</b> (charges will be associated.)	
<b>Applicants Name:</b>	<b>Signature:</b>	<b>Date:</b>	

**RESERVATION OF AUDITORIUM IS NOT COMPLETE UNTIL AUDITORIUM USE AGREEMENT IS EXECUTED AND DEPOSIT IS RECEIVED IN THE CITY CLERK'S OFFICE.**



## Security References

**Security provider must have proof of a Business License and Insurance!**

### **Approved/Licensed/Insured Security Providers:**

United Security, LLC

Contact: Reginald Flaggs  
601-831-4668

Secure One

Contact: Eric Paymon  
601-575-0162

Quality Security

Contact: James Lee  
601-597-6185

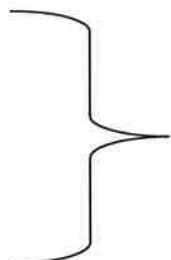
### Catering/Alcohol References

Palmertree's Catering

601-218-1801

LD's

601-415-3373



Both possess a valid ABC license and liquor liability insurance which is mandatory and required

**BYOB REQUIRES SPECAIL INSURANCE AND MUST BE PURCHASED BY THE CLIENT. A PROPOSAL OF THE COSTS CAN BE DRAWN UP AND GIVEN TO YOU.**

Tribble's Catering

601-529-7014

Small Fry, Inc.

601-629-3998

601-218-3173

Southern Touch Catering

678-472-4394

If you would like to use a caterer for food/beverage purposes who is not on this list, please provide a valid copy of the food permit and catering license they possess to the City Clerk's office as stated in Addendum #3.

**Addendum # 1**  
**Facility Use Agreement # \_\_\_\_\_**  
**Client/Event: \_\_\_\_\_**  
**Date: \_\_\_\_\_**  
**Vicksburg Auditorium**

**INSURANCE AND INDEMNITY:** In connection with each event presented by the CLIENT, CLIENT shall provide AUDITORIUM with a certificate of insurance for comprehensive general liability, including blanket contractual liability, in the amount of \$1,000,000.00 combined single limit for injuries and property damage, including death, sustained by any one person; \$1,000,000.00 in the aggregate per event plus \$500,000.00 for property damage. The terms of the coverage shall coincide with the date(s) of this Facility Use Agreement, including move-in, rehearsals, set-up, move-out and teardown. The insurance policy shall have no encumbrances, which preclude settlement of such claims against it with reference to the event(s) noted in this Facility Use Agreement. In certain circumstances and for certain events that pose higher exposure of liability, AUDITORIUM may at its sole discretion, mandate higher limits of coverage than described in this section.

**CLIENT shall name the Board of Mayor and Aldermen, employees, elected and appointed, of the City of Vicksburg, Mississippi; George Flaggs, Jr., Michael A. Mayfield, Sr. and Alex J. Monsour, individually, as additional insureds.**

**Certificate Holder:**

**Vicksburg City Auditorium  
The Mayor and Aldermen of the City of Vicksburg  
Post Office Box 150  
Vicksburg MS 39180**

Aggregate limits as they relate to insurance requirements here stated shall be on a per event basis. All coverage and limits shall be in an occurrence basis, and not on a claim made basis.

In the event CLIENT does not provide proper certification of the insurance coverage to AUDITORIUM fourteen (14) business days prior to the first date of facility use, this agreement automatically releases AUDITORIUM and its employees from any and all liability pertaining to the use of said facility and may result in the event being automatically canceled. AUDITORIUM may opt to obtain event insurance and hold CLIENT liable for payment on the coverage if AUDITORIUM so chooses. Additionally, CLIENT hereby agrees to release and indemnify AUDITORIUM and to hold AUDITORIUM, its agents and employees harmless from all liability to any participant or invitee.

**\_\_\_\_\_ Please, purchase my insurance for me. I understand this cost will be part of the additional incidental fee I will pay prior to the contracted date.**

**\_\_\_\_\_ I will provide my own insurance and the certificate of insurance will be provided to the AUDITORIUM 14 days prior to the first date of facility use.**

CLIENT agrees to indemnify and hold harmless the AUDITORIUM and CITY, their respective subsidiaries, affiliates, directors, officers, employees, insurers and agents from any and all claims, demands, suits, actions or liabilities resulting from injuries or death to any persons, or damage or loss of any property prior to, during or subsequent to the period covered by this Facility Use Agreement arising from any activity undertaken by CLIENT, or by AUDITORIUM or their employees or agents in the performance of any terms, conditions or promises under this Facility Use Agreement or in the use of the facilities leased or services obligated hereunder, except with the respect to any claim proven to be solely to the willful act of the AUDITORIUM, from which claim AUDITORIUM similarly agrees to indemnify CLIENT. In addition, CLIENT will protect, indemnify and save harmless AUDITORIUM from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including court costs and attorney's fees and related disbursements) imposed upon, incurred by, or asserted against AUDITORIUM by reason of any accident, injury to, or death of persons, or loss of or damage to property occurring on or about the AUDITORIUM arising out of, connected with, or related to the use of the AUDITORIUM by CLIENT as contemplated by this Facility Use Agreement except where caused by the negligence of AUDITORIUM, its agents, employees or invitees. In the case any action, suit or legal proceeding is brought against the AUDITORIUM by reason of any such occurrence, CLIENT (at its expense) will resist, and defend such action, suit, or proceeding, or cause the same to be resisted and defended by counsel subject to AUDITORIUM'S reasonable approval. If CLIENT fails to provide an acceptable attorney and to commence defense within fifteen (15) days of the date of the claim or legal proceeding was filed, then AUDITORIUM can employ an attorney and defend said claim and/or legal proceeding and CLIENT will reimburse AUDITORIUM for all such costs incurred.

Any and all property owned by CLIENT or under CLIENT'S custody or control that is kept in the AUDITORIUM and/or premises owned by AUDITORIUM is at CLIENT'S own risk. AUDITORIUM shall have no liability whatsoever if any such property is damaged, destroyed or lost regardless of cause while it is located in the AUDITORIUM or on other premises owned by the AUDITORIUM.

AUDITORIUM shall not be responsible or held liable for any loss or damage to any property which is owned by CLIENT, CLIENT'S agents or under CLIENT'S control, no matter what the cause, while moving into or moving out of or during storage in the AUDITORIUM. The AUDITORIUM shall not be liable to the CLIENT, its employees or agents for any defects, which at the time of acceptance of the premises exist or which may thereafter develop while being used by the CLIENT.

**CLIENT:**  
\_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AUDITORIUM:**  
**CITY OF VICKSBURG**

**By:** \_\_\_\_\_

**Walter W. Osborne, Jr. City Clerk**

**Date:** \_\_\_\_\_

**Addendum # 2**  
**Facility Use Agreement # \_\_\_\_\_**  
**Client/Event: \_\_\_\_\_**  
**Date: \_\_\_\_\_**  
**Auditorium**

**SECURITY:** CLIENT shall procure on the premises at all times mandated by the CITY OF VICKSBURG, at CLIENT'S expense, an adequate number of security personnel for the regulation of traffic, ingress and egress, maintenance of order, and protection of persons and property on the premises. AUDITORIUM retains the right to determine the number of such personnel. **A minimum of (# 1 ) security personnel is required at all times unless otherwise specified by the AUDITORIUM. The actual number of personnel required will be determined by the AUDITORIUM either prior to contracting the event or upon subsequent determination of security needs by AUDITORIUM.** All costs related to this expense are the sole responsibility of the CLIENT. Security agencies licensed in the State of Mississippi with the following limits of coverage are the only firms that may be contracted by CLIENT:

Each Occurrence	\$ 1,000,000.00
Damage to Rented Premises (ea occurrence)	\$ 100,000.00
Med Exp (any one person)	\$ 5,000.00
Personal & Adv Injury	\$ 1,000,000.00
General Aggregate	\$ 2,000,000.00
Comp/op Agg	\$ 2,000,000.00

The Security Company shall also name the Board of Mayor and Aldermen, employees, elected and appointed, of the City of Vicksburg, Mississippi; George Flaggs, Jr., Michael A. Mayfield, Sr., and Alex J. Monsour, individually; as additional insured.

It shall be the responsibility of CLIENT to provide such personnel and notify the AUDITORIUM no less than ten (10) days prior to the event, the number, placement, hours and approved provider employed to provide security for the event. AUDITORIUM prohibits the use of armed private security personnel unless otherwise specified by CLIENT and expressed written consent of AUDITORIUM is received. CLIENT may need to provide at its own expense an adequate number of medical personnel during open hours. This will be determined by AUDITORIUM prior to contracting the event or upon subsequent determination of medical stand-by personnel by AUDITORIUM

**CLIENT:**  
 \_\_\_\_\_

**AUDITORIUM:**  
**CITY OF VICKSBURG**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Walter W. Osborne, Jr., City Clerk**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOOD AND BEVERAGE:** Food and beverages (soft drinks and bottled water) are permitted in the AUDITORIUM only if it is prepared and served by a caterer licensed and insured in the State of Mississippi.

Exceptions can be made if a waiver is signed by the CLIENT releasing AUDITORIUM and CITY from all liability arising from the food and beverage brought into the AUDITORIUM. Pre-packaged food and beverage products are permitted.

\_\_\_\_\_ I will be having food and/or beverages (soft drinks and bottled water) at my event.  
(Initial)

\_\_\_\_\_ I will not be having food and/or beverages (soft drinks and bottled water) at my event.  
(Initial)

Only caterers licensed in the State of Mississippi are permitted to operate at the Auditorium. A copy of the caterer's license is due in the City Clerk's Office at 1401 Walnut Street no later than 14 days prior to the event.

Exceptions can be made on an event-by-event basis (for pot luck affairs, etc.) if a waiver is signed by the client releasing the City of Vicksburg from any and all liability arising out of the food and beverage brought into the facility. Pre-packaged food and beverage products are permitted.

If caterer choice is undecided, please write "undecided."

The AUDITORIUM must be advised of caterer no later than 30 days prior to the event or your event is subject to cancellation.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Name of the Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of the event: \_\_\_\_\_

(Please fill in the Caterer or person(s) responsible for the food)

Agrees to indemnify and hold harmless the AUDITORIUM, The Board of Mayor and Aldermen of the City of Vicksburg, employees, insurers and agents from any and all claims, demands, suits, actions or liabilities resulting from injuries or death to any persons, or damages or any expenses that may result from the provision of food and beverage.

This includes pot luck dinners, covered dishes, concessions, or any other circumstance where food and beverage is prepared and/or brought into the facility by any individual or entity.

The undersigned, by affixing their signature to this indemnification and hold harmless agreement, is hereby authorized by the leasing group noted above to execute the agreement on behalf of the group.

\_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Walter W. Osborne, Jr., City Clerk, City of Vicksburg

Date: \_\_\_\_\_

This request is Approved \_\_\_\_\_ Not Approved \_\_\_\_\_



Alcohol: Wine, Liquor/Whiskey or Mixed Drink Sales and Dispensing and/or BYOB

Will the alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial) (Initial)  
Will the alcohol be sold? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial) (Initial)  
Will patrons/attendees bring their own alcoholic beverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Beer, Wine, Liquor/Whiskey or Mixed Drinks Sales and Dispensing will be controlled and dispensed only by a licensed authorized beverage provider as designated by the City of Vicksburg.

Alcoholic beverages (Wine, Liquor/Whiskey and Mixed Drinks) must be served and/or sold ONLY by a caterer with a current and valid ABC Permit that indicates the class "Caterer or Caterer with on Premise."

A copy of the permit is due in the Office of the City Clerk, 1401 Walnut Street, 30 days prior to the event, or authorization will be suspended.

Does this person/entity possess an ABC Permit that indicates the class "Caterer or Caterer with on Premise" License, and are they insured with the State of Mississippi?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial) (Initial)

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Beer Sales and Dispensing

Will the Beer be served? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial) (Initial)  
Will the Beer be sold? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial) (Initial)

The Beer will be controlled and dispensed only by a licensed authorized beverage provider as designated by the CITY OF VICKSBURG.

A copy of the beer permit is due in the Office of the City Clerk, 1401 Walnut Street, 30 days prior to the event, or authorization will be suspended.

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Certificate of Liability Insurance with liquor liability included. BYOB - Liquor Liability \$2 million single occurrence/\$4 million aggregate. Must include all costs of defense.

Does this person/entity possess a Certificate of Liability Insurance with Liquor Liability included? - \_\_\_\_\_ Yes \_\_\_\_\_ No  
(initial) (initial)

The policy must include the CITY OF VICKSBURG as additional insured and the wording must read:

CLIENT shall name the Board of Mayor and Aldermen, employees, elected and appointed, of the City of Vicksburg, Mississippi; George Flaggs, Jr., Michael A. Mayfield, Sr. and Alex J. Monsour, individually, as additional insureds.

A copy of the certificate is due in the Office of the City Clerk, 1401 Walnut Street, 30 days prior to the event, or authorization will be suspended.

The AUDITORIUM must approve this before the alcohol can be dispensed/sold.

The person/entity dispensing the alcohol must fill out and sign:

Name / Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_ I will not have any type of Wine, Liquor/Whisky, Mixed Drinks, or Beer at my event.  
(Initial)

CLIENT: \_\_\_\_\_

CITY OF VICKSBURG:

By: \_\_\_\_\_

By: \_\_\_\_\_  
Walter W. Osborne, Jr., City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Addendum # 5**  
**Facility Use Agreement # \_\_\_\_\_**  
**Client/Event: \_\_\_\_\_**  
**Date: \_\_\_\_\_**  
**Vicksburg Auditorium**

**Live Entertainment**

\_\_\_\_\_ **I will not** have any form of live performance entertainment such as, but not limited to, a DJ, band, individual group performing. Performance is of any genre (comedy, poetry, music, athletics, etc.).

\_\_\_\_\_ **I will be** having live performance entertainment at my event such as, but not limited to, a DJ, band, individual or group performing. The performance(s) will be the following genre(s) \_\_\_\_\_. I acknowledge that the following individual(s) or group(s) will be performing:

List each person or group and indicate if they are a **DJ, band, comedian, poet, dancer or any other form of entertainment.**

Name	Type of Entertainment

**Please initial each:**

\_\_\_\_\_ I understand that by adding these entertainers to my event, the insurance quote is subject to change based on the type and number of performers.

\_\_\_\_\_ I understand that entertainers performing certain types of entertainment must be approved by the insurance carrier/provider before the **Facility Use Agreement** is fully executed.

\_\_\_\_\_ I understand if the entertainers are NOT approved for coverage by the insurance carrier/provider, your event is subject to being cancelled.

**CLIENT:**

\_\_\_\_\_  
**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AUDITORIUM:**

**CITY OF VICKSBURG**

**By:** \_\_\_\_\_  
**Walter W. Osborne, Jr., City Clerk**



**Addendum # 6**  
**Facility Use Agreement # \_\_\_\_\_**  
**Client/Event: \_\_\_\_\_**  
**Date: \_\_\_\_\_**  
**Vicksburg Auditorium**

**ADVERTISING:**

\_\_\_\_\_ Yes, I will be advertising and I am aware that all forms of advertising must be submitted to the AUDITORIUM and approved by the AUDITORIUM before anything can be made public. Advertising to include but not limited to TV, radio, newspaper and flyers.

\_\_\_\_\_ No, I will not be doing any form of advertising for this event.

AUDITORIUM reserves the exclusive right to sell or lease any form of advertising on the premises and to determine whether any incidental display of products, logos, etc., may conflict with AUDITORIUM'S rights.

**\_\_\_\_\_ I understand no advertising for this event is permitted until the Facility Use Agreement has been duly executed by both CLIENT and AUDITORIUM and only after the AUDITORIUM has approved all advertising in advance.**

AUDITORIUM further reserves the right to take photographs in the AUDITORIUM at its option.

**CLIENT:**

\_\_\_\_\_

**AUDITORIUM:**

**CITY OF VICKSBURG**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Walter W. Osborne, Jr., City Clerk**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_