



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
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.

Contact Person/Title:		Organization (Prospective User):	
Mailing Address:		City/State/Zip:	
Email Address:		Phone (Include Area Code):	
Fax (Include Area Code):		Cell (Include Area Code):	
Event Name:			
Type of Event: <input type="checkbox"/> Convention <input type="checkbox"/> Meeting <input type="checkbox"/> Banquet <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Wedding & Reception <input type="checkbox"/> Family Reunion <input type="checkbox"/> Funeral <input type="checkbox"/> Concert <input type="checkbox"/> Comedy Show <input type="checkbox"/> Church Function <input type="checkbox"/> Other (Please specify)			
Requested Date(s) and Time(s):	DATE From: ____/____/____ Time needed in prior to event to decorate/set up _____ to _____	DATE To: ____/____/____ Actual Event Start and End times, <u>please be specific</u> _____ to _____	Total Days Requested:
Will you need the day prior to event for move in or set-up: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, charges will be associated.)		Number of Attendees Expected:	Name of security provider:
Will event be open to the public: <input type="checkbox"/> Yes <input type="checkbox"/> No		Will you charge admission or collect donations: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be serving food at this event: <input type="checkbox"/> Yes <input type="checkbox"/> No (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.) Name of Caterer:			
Will you be having any type of entertainment at this event? <input type="checkbox"/> DJ <input type="checkbox"/> R&B <input type="checkbox"/> Hip-hop <input type="checkbox"/> Gospel <input type="checkbox"/> Other? If other is checked, please advise what type of entertainment/genre of music will be played:			
Will alcohol be present at this event: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Person/Caterer who serves alcohol must possess a valid ABC license in the State of Mississippi.</u>			
Microphones <input type="checkbox"/> Yes <input type="checkbox"/> No		Sound System <input type="checkbox"/> Yes <input type="checkbox"/> No (charges will be associated.)	
Applicants Name:		Signature:	
Applicants Title:		Date:	

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

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 Willis T. Thompson, 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.