

EVENT DATE \_\_\_\_\_

DATE

DEPOSIT \$ \_\_\_\_\_

RENTAL \$ \_\_\_\_\_

INSURANCE \$ \_\_\_\_\_

KEY P/U \_\_\_\_\_

KEY RETURNED  YES  NO

REFUND DUE  YES  NO

# CITY PAVILION APPLICATION

CITY OF VICKSBURG  
OFFICE OF THE CITY CLERK  
1401 WALNUT STREET  
VICKSBURG, MS 39180



PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME

GROUP/ORGANIZATION

PRIMARY CONTACT (IF DIFFERENT FROM ABOVE)

ADDRESS

CITY

STATE

ZIP

PHONE-DAYTIME

CELL

EVENING

FAX

TYPE OF EVENT

AREA REQUESTED

CITY PARK PAVILION

SHERMAN AVENUE PAVILION

DATE REQUESTED \_\_\_\_/\_\_\_\_/\_\_\_\_

EVENT HOURS: STARTING TIME

AM

PM

ENDING TIME:

AM

PM

WILL THE EVENT BE OPEN TO THE PUBLIC?

YES

NO

ESTIMATED ATTENDANCE: \_\_\_\_\_

WILL FEES OR OTHER DONATIONS BE REQUIRED FOR ATTENDANCE?

YES

NO

A Security **Deposit in the amount of \$100.00** will be required at the time of application. A security deposit is to cover any damage to the facility other than normal wear and tear to reserve the date of rental. Applicant shall be responsible for any damaged, missing or broken items. If the deposit is insufficient to cover damages, the balance owed will be assessed against the Applicant.

The **Rental Fee for the facility is \$100.00**. The rental fee must be paid in full no later than 5 business days prior to the date of rental. **In case of cancellation, the deposit will be forfeited.** Rental fees will be refunded in full if reservation is cancelled prior to the event. Cancellations must be in writing and received by the City Clerk's Office during normal business hours.

**Liability Insurance is required** either through the City or proof of insurance coverage in an amount not less than one (1) million dollars. A Liability Insurance Policy that is acquired by the applicant must show the Board of Mayor and Aldermen of the City of Vicksburg as additional insurers. Proof of Insurance must be provided prior to rental of the facility. Applicant shall also hold the Board of Mayor and Aldermen of the City of Vicksburg, its successors, employees and any and all other persons so associated with the City harmless from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, both known and unknown that may arise as a result of this event. Payment for insurance through the City is non-refundable.

Security is required. Security must be provided by a reputable company, group, or individual(s) that is approved by the City of Vicksburg. Security must be present during the entire event.

Security Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address of Security Company: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I fully understand that this application does not confirm any request until it has been signed and dated by the City Clerk's Office of the City of Vicksburg, at which time a copy will be given to me or my designee, or mailed to the address designated above. I also acknowledge that I have received a copy and have read, understand and agree to all rules and regulations as outlined in the Pavilion Policy. I further acknowledge that all the information provided on this form is true and correct. I understand that if my application is approved for rental of the facility for my event, that failure to honor each provision of the Pavilion Policy will be considered a breach by the City, of Vicksburg and will allow for immediate termination of the event. If the event is shut down by the City of Vicksburg, Applicant will not be entitled to any refund of monies paid and the City of Vicksburg may pursue any legal remedies for damages, if any, caused by Applicant's breach. Upon approval of the application, any addendums, modification or changes to the application must be in writing and approved. I further agree to hold the City of Vicksburg and its officials, employees, and agents harmless from and against any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, both known and unknown that may arise as a result of this event.

(Print) Applicant's Name

Signature of Applicant

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Date

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FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

INSURANCE POLICY THROUGH CITY OF VICKSBURG: YES NO

IF NOT PURCHASED THROUGH THE CITY, IS A COPY OF THE CERTIFICATE OF INSURANCE:

ATTACHED ON FILE

APPLICANT'S INSURANCE COMPANY IF NOT WITH CITY

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**PAVILION POLICY**  
**RULES AND REGULATIONS**  
**INTRODUCTION**

All pavilion use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the forfeiture of deposit and/or suspension of reservation privileges and any other remedies as provided by law. Compliance with all laws and City ordinances shall be strictly enforced by the Vicksburg Police Department. All police, fire and other municipal ordinances and regulations governing use of the facilities, as adopted by the City of Vicksburg, are hereby made part of these conditions. Violators may be ordered to leave the premises or be charged with a criminal offense at the discretion of the Vicksburg Police Department.

Recreation Department employees and/or other City employees shall be allowed physical access to the facility at any time during the rental period as deemed necessary by the City.

**1. APPLICATION**

- The individual named on the application and the group in whose name the application is issued shall be held responsible for any use and shall accept responsibility for all damage done to City property.
- The pavilion may be reserved through the City Clerk's office, whose office hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. For more information, please call 601-634-4553.

**2. RESERVATIONS**

- Reservations will be accepted from adults only, 21 years and older.
- Hours of operation for the pavilion are between 7:00 a.m. - 11:00 p.m., Sunday through Saturday.
- In order to reserve the pavilion, the full deposit must be made at the time of the reservation.
- To complete a reservation, the rental fee must be paid at least five (5) business days prior to the event date.
- Rental and use is on a first come, first served basis.
- The applicant must have a copy of the approved City of Vicksburg Pavilion Reservation Application during rental to verify reservation in case of conflict.
- The City of Vicksburg reserves the right to refuse or cancel any reservation at any time.

- Applicant shall be responsible for picking up a key to the pavilion gate on the business day immediately prior to the event date. For example, if the reservation is for Sunday, the applicant must pick the key up prior to close of business day on Friday. Failure to do so could result in the loss of the use of the pavilion.
- The Applicant must return the pavilion gate key no later than the close of business day following the event.

### **3. ACTIVITIES**

- All activities shall cease in sufficient time so that Applicant may completely clean and vacate rental facilities approved on the application. The use of facilities shall be restricted to those times and spaces specifically requested on the application.
- Any activity deemed inappropriate by the Mayor and Aldermen or their representative will not be tolerated and may be grounds for immediate termination of the Rental Agreement.
- All fires must be maintained in grill receptacles.
- If food is served, Applicant shall make sure all health codes as well as local, state and federal laws are followed. The City of Vicksburg shall have no liability for food served by Applicant.
- The Vicksburg Recreation Department reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.

### **4. SUPERVISION**

- Adult parents, guardians or sponsors shall be required to submit applications for reservations for youth groups or individuals under 21 years of age with on-site supervision during the event.
- Youth groups will not be allowed into the building until adult supervision has arrived, and there shall be adequate supervision of youth participants at all times. Adequate supervision is one (1) adult (age twenty-one (21) or older) per every ten (10) youths.

- Failure to obey park closing times or other inappropriate behavior will warrant forfeiture of all reservation deposits. Other measures may be taken, including arrest, depending on the severity of the infraction.

**5. SECURITY**

- Security is required. It must be provided by a reputable company, group or individual(s) that is approved by the City of Vicksburg. Security must be present during the entire event.

**6. RESPONSIBILITY**

- The sponsoring individual/organization is responsible for their respective participants adhering to all facility use rules and procedures.
- The Applicant must be present at all times throughout the permitted rental time and must also have a copy of the approved application available upon request.

**7. SET UP/CLEAN UP**

- Applicants are required to move, at their expense, materials, equipment, furnishings or rubbish. No equipment or supplies may be left beyond the allotted time
- All groups shall leave the recreation facility in the same order and condition in which it was found.

**8. DAMAGE**

- The Applicant should inspect the facility prior to rental and report any damages to the Vicksburg Recreation Department before usage.
- The user is responsible for any damage to the facility or additional clean up that may occur as a result of usage. The person and/or organization whose signature appears on the application are fully responsible for all participants using the facility.
- Should damages be incurred during use of the facility, the applicant must file a written statement within 24 hours with the City Clerk's Office. In the event of damage incurred that requires immediate attention, oral notification should be reported to the Vicksburg Recreation Department during office hours or the Vicksburg Police Department after business hours.
- Responsibility for, damage to or maintenance of facilities resulting from usage beyond normal usual wear will be assumed by the individual, group or organization reserving the pavilion. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be invoiced to the applicant and/or organization named on the reservation application.

- Failure to reimburse Vicksburg Recreation Department for damage incurred may result, among other remedies, in forfeiture of facility use fees and/or loss of future use of Vicksburg Recreation facilities.

## **9. LIABILITY**

- The City of Vicksburg will not be responsible for loss of personal property by individuals or groups when the facility is being used.
- The individual, group or organization shall abide by all rules and regulations set forth by the City of Vicksburg, both written and verbal, and will not hold the City of Vicksburg liable for any injury sustained while using the facility.
- Liability Insurance is required either through the City or proof of insurance coverage in an amount not less than one (1) million dollars. A Liability Insurance Policy Coverage that is acquired by the Applicant must show the Board of Mayor and Aldermen of the City of Vicksburg as additional insurers. Proof of insurance must be provided prior to rental of the facility. Applicant shall also hold The Board of Mayor and Aldermen of the City of Vicksburg, its successors, employees and any and all other persons so associated with the City, harmless from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, both known and unknown that may arise as a result of this event. Payment for insurance through the City is non-refundable.
- The Applicant shall be directly responsible for any damage done or additional clean-up required as a result of the approved use. If an organization is named below, the Applicant and the organization shall be jointly and severally responsible.

## **10. CANCELLATIONS**

- All payments and/or cancellations shall be made to the City Clerk located at 1401 Walnut Street, 2<sup>nd</sup> floor, Suite 212, Vicksburg, Mississippi, Monday through Friday, 8:00 am. - 5:00 p.m.
- **In the event of cancellation, the deposit will be forfeited.**

## **11. PROHIBITIONS**

- Alcoholic beverages, including beer and wine, are prohibited on all City property.
- No markings or the application of materials to walls, ceilings or floors of park

**buildings shall be permitted which will mar, deface or injure these surfaces.**

- **No glass containers are permitted at the facility.**

**If any of the above is not followed, the City of Vicksburg may immediately terminate the event, retain the damage deposit, in part or in whole, and the privilege to rent a recreation facility may be revoked.**