

Event Request Form

Jesse Brent Lower Mississippi River Museum (JBLMRM)
910 Washington St., Vicksburg, MS 39183

Hours of Operation
Monday-Saturday 9:00am - 4:00pm
Sunday 1:00pm – 4:00pm
601-638-9900

Requests must be submitted no less than 14 days prior to the event. Approval will be made on a case by case basis and is conditional upon the ability of the United States Army Corps of Engineers to accommodate the event. The following criteria will be used when evaluating a request:

1. Group/Organization Name: _____

2. Contact Information: _____

2. Event Name: _____

3. Event Type (Meeting, Class, Museum Tour, etc) _____

4. Event Date: _____ 5. Event Clock Hours: _____

6. Requested Room(s): Conference Room (≤ 20 people) _____ Classroom (Up to 30) _____

7. Number of Participants: _____

8. Please use the space below to give a brief description of the event. If the event is scheduled to take place after normal museum hours of operation, please describe why extended hours are necessary for the event. **Please note that all events scheduled to start after or continue past 3:00pm will be considered an After Hours Event and will require special approval.**

Applicant Signature: _____ Date: _____

Approved: _____ Disapproved: _____

Reason for Disapproval: _____

Government Representative Signature: _____

Special Conditions:

1. *The U.S. Army Corps of Engineers' JBLMRM does not accept applications for birthday parties, baby showers, wedding showers, etc.*

2. *Cleanup will be the responsibility of the applicant. All cleanup must be completed by the end of the requested event hours and all trash removed from the museum.*

3. *No food or drinks allowed during events.*