

Rich Events Client Contract
Wedding Officiants and Event Management
Rev. Brandon H. Rich, Owner
Lead Minister and Event Planner
www.RichEvents.org

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Introduction

This contract outlines event-related services provided by Rev. Brandon H. Rich and his employees and associates, doing business as Rich Events, the fees charged for said services, and stipulations and restrictions on said services.

Wedding Officiating Services

Rev. Rich is a seminary trained, licensed and ordained Southern Baptist minister and as such is authorized to officiate at wedding ceremonies. Standard officiating services include the following:

- 1) Two in-person meetings with the bride, groom or their wedding coordinator/planner
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings and additional scripture and other suggestions
- 4) Telephone and Email communication as needed
- 5) Attendance and participation for one hour at one wedding rehearsal, subject to availability
- 6) Officiating at wedding ceremony by Rev. Rich or one of his associate ministers
- 7) Ministerial robe, dark suit or other clothing appropriate to the ceremony theme, within reason
- 8) Signing marriage license and delivery thereof by U.S. mail to the county clerk of record

Wedding Coordinating Services

Rev. Rich is an experienced wedding coordinator and is uniquely equipped to provide coordination for a wedding event. Standard coordinating services include the following:

- 1) Three in-person meetings with the bride, groom and or their officiant or other key vendors or venue managers.
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings, additional scripture and other suggestions
- 4) Telephone and Email communication as needed.
- 5) Coordination/direction of wedding rehearsal and wedding ceremony (and reception, if needed) by Rev. Rich or by one of his employees who he has personally trained as assistant coordinators.
- 6) Coordination/direction of wedding vendors with regard to day-of-ceremony logistics, placement, enforcement of venue regulations, etc.
- 7) All wedding participants including bridal party members, vendors and guests must agree to submit to the direction of Rev. Rich and or his employees as they carry out wedding plans made and approved by the bride and groom.
- 8) Assistance with securing boutonnieres, decorations and other small tasks as needed and to see to it that all personal property of the bridal party is removed from the wedding & reception venues.

Bookings and Reservation of Date

Rev. Rich will not reserve a date until the client has signed and returned this contract and paid any applicable deposit.

Fees and Other Provisions

Rich Events offers four distinct services to assist clients with their weddings and other events. The cost of these standard services herein prescribed is listed as follows:

I. Standard Individual Services

- A. Wedding Officiating Services fee: \$250.00*
- B. Wedding Coordinating Services fee: \$400.00*

** Please note that the total number of in-person meetings included for a client opting for a combination of services shall be as follows: three meetings for officiating and coordinating, five meetings for officiating and planning, five meetings for coordinating and planning.

II. *Hourly Charges and Travel Expenses

- A. Officiating and Coordinating categories of service provided by Rich Events prescribe meetings or visits that are included in the standard service package. In situations where the client's needs exceed the prescribed number of meetings or visits, or when the volume of work requested exceeds a reasonably expected level, or when the requests of the client require employing additional staff, or when the client requests services not prescribed in this contract, the client shall be charged additional fees at the rate of \$30.00 per hour with a minimum charge of one hour per occurrence and all such charges shall be rounded up to the nearest fifteen-minute interval. All such fees will be payable with the balance of all fees owed at the rehearsal if one is held, or upon arrival of Rev. Rich or his employee at the event if no rehearsal is held for officiating and coordinating clients or the client may pay such charges at once
- B. Reimbursement of travel expenses may be required if the location of the event is forty miles or more from the home address of the officiant or of any associate minister or other employee assigned to an event. Travel expenses may include fuel, food and lodging when applicable. Any travel expenses will be approved in advance by mutual agreement between Rich Events and the client. The client will be responsible for the purchase of any necessary airline tickets as well as the advance payment of any necessary hotel or meal expenses or other similar expenses for any long distance travel. Any remaining travel expenses shall be presented to the client and paid in full along with the final payment of fees at the rehearsal or at the event if no rehearsal is held.

III. Deposits and Final Payment of Fees and Expenses

- A. Officiating Services—Rev. Rich requires a \$50.00 non-refundable deposit at contract signing for all officiating services provided by Rich Events. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Payment of the balance of the officiating fee is due upon the officiant's arrival at rehearsal, or upon arrival at event if there is no rehearsal. **Final payment must be in cash. Checks will not be accepted for the final payment.** Failure to comply will result in forfeiture of remaining scheduled services. Please note that associate ministers of Rev. Rich may require partial payment of the officiating fee in advance of the rehearsal or wedding ceremony.
- B. Wedding Coordinating Services—Rev. Rich requires an \$80.00 non-refundable deposit at contract signing for all standard coordinating service fees. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Balance of all remaining fees is due upon arrival at rehearsal (if held) or upon arrival at event if there is no rehearsal. Final payment must be in cash. Please note that Rev. Rich's associate coordinators may require partial payment of the coordinating fee prior to the rehearsal or wedding ceremony. **Checks will not be accepted for the final payment.** Failure to comply with payment terms will result in forfeiture of remaining scheduled services.
- C. Combination Services—For clients who select a combination of officiating and coordinating services, a non-refundable deposit of \$130.00 shall be required at contract signing. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Balance of all remaining fees is due upon arrival at rehearsal (if held) or upon arrival at event if there is no rehearsal. Final payment must be in cash. **Checks will not be accepted for the final payment. Failure to comply will result in forfeiture of remaining scheduled services.** Please note that associate ministers and associate coordinators of Rev. Rich may require partial payment of fees prior to the rehearsal or wedding.
- D. **Any checks written for deposits are payable to Brandon Rich**
- G. Pre-payment of standard fees is allowed, but only as a convenience to the client upon his/her specific request. **Note: any pre-payment of fees shall be non-refundable in the same manner that deposits are non-refundable.**
- H. Clients of Rev. Rich who desire additional services may upgrade at any time provided they pay the additional amount of fees/deposit required and sign an updated contract. Clients will only be required to pay the additional fees and not sign an updated contract if officiating services become necessary due to the absence of a scheduled officiant. Any such fees/deposits for additional or unscheduled services shall be paid with cash.
- I. **Rev. Rich, his associate ministers and employees DO NOT accept credit/debit cards for payment.**

IV. Fee Payments to Vendors and Miscellaneous Expenses

- A. All vendors selected for wedding events shall be contracted directly between the bridal client and the vendors.
 1. Rev. Rich shall assist the client by coordinating the work of vendors (when planning or coordinating services are contracted)

2. Rev. Rich shall not accept any billing from vendors. All vendors shall bill the client directly for all goods and services provided. Rev. Rich shall not accept any financial liability for costs incurred from contracted or other cash-and-carry vendors.

B. Reimbursement for any miscellaneous expenses incurred by Rev. Rich during the life of the contract shall be made at the client's earliest ability to pay. No such amount owed shall extend beyond the final payment of all fees owed. Rev. Rich shall be required to present receipts for such expenses.

Package of Services

Please initial beside the package of service you choose for your wedding event:

- _____ Wedding Officiant Services***
- _____ Wedding Coordinating Services***
- _____ Wedding Officiating and Coordinating Services***

Date of Event: _____ *** Date of Rehearsal: _____

Time of Event: _____ *** Time of Rehearsal: _____

City of Event: _____ ***

*** Please note that the date, time and city of the event are significant and binding aspects of the contract.

Changes to any of these three items must be made by mutual agreement between Rev. Rich and client, otherwise this contract shall be terminated with no refund provided nor any guarantee of rescheduled services. Rev. Rich agrees to abide by the time, date and city and other provisions of this contract. If he is incapacitated or otherwise unable to fulfill his obligations in this contract, he will make every effort to provide the services agreed to herein by his own staff or by way of referral to a colleague or other equally qualified service provider. Also note that Rev. Rich may present periodic invoices to the client to keep track of meetings held and time worked as per the stipulations of this contract. Such invoices will notify the client if and when additional fees or expenses are owed to Rev. Rich.

Rev. Brandon H. Rich,
Wedding Minister and Event Planner
(D.B.A.) Rich Events

Date

Signature of Client (responsible party)

Date

Client Contact Information:

Name of Bride or Principle Contact (please print)

Name of Groom or Principle Contact (please print)

Street Address

Street Address

City ST ZIP

City ST ZIP

Cell/Home Phone Work Phone

Cell/Home Phone Work Phone

Email

Email

Payment Information:

Deposit Required: _____

Deposit amount of \$ _____ paid on _____ by means of _____.

Notes: _____

