



Skinner Chapel Getaway Elopement Contract - \$900.00 Package

Skinner Chapel at Scarritt Bennett Center, Fondren Hall 1st Floor: 1031 18th Avenue South · Nashville, TN 37212 · Scarritt Bennett Center, Parking Lot A Business Cell (615) 305-2021 | Fax: (615) 346-0157 | Web: www.RichEvents.org/skinner-chapel | Email: brandon@richevents.org

Ceremony Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ (All bookings on the hour or half hour. Subject to availability.)

Please complete the information below about the couple eloping.

Please select \_\_\_ Bride or \_\_\_ Groom

Please select \_\_\_ Bride or \_\_\_ Groom

Name: \_\_\_\_\_ (First and last; indicate any different "preferred name" for ceremony)

Name: \_\_\_\_\_ (First and last; indicate any different "preferred name" for ceremony)

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Please use (xxx) xxx-xxxx format

Cell Phone: \_\_\_\_\_ Please use (xxx) xxx-xxxx format

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate your choices below with a check mark. Please complete this entire section.

Preferred ceremony type: \_\_\_ Wedding \_\_\_ Renewal of Vows

Note: Couple is responsible to bring a valid Tennessee marriage license for weddings. Marriage Licenses obtained outside Tennessee are not permitted.

Preferred ceremony content: \_\_\_ Christian \_\_\_ Non-religious

Visit NashvilleClerk.com for details on the process.

Exchanging wedding rings: \_\_\_ Yes \_\_\_ No

Planned number of seated guests: \_\_\_\_\_ Limit is 8 guests in addition to the couple eloping.

Upgrade Options: \_\_\_ Decorative Floral \$50. Three artificial floral arrangements including one on the altar and two smaller arrangements at the side window.

\_\_\_ Candelabras \$50. Two candelabras total, two on each side of the altar table. Electric candles are provided.

\_\_\_ Decorative Certificate \$25. Customized decorate certificate of marriage or renewal. Check with Rev. Rich for details.

\_\_\_ Hand-delivery of signed TN marriage license to the Davidson County Clerk \$25. Only available for Davidson County Clerk paperwork.

\_\_\_ Robe & Stole \$25. Rev. Rich can wear his black ministerial robe and white stole. This must be selected at least 24 hours before ceremony.

\_\_\_ Elopement Ceremony Samples \$50. Rev. Rich will provide extensive ceremony samples that go well beyond the standard elopement script.

Skinner Chapel at Scarritt Bennett Center Getaway Elopement Guidelines

1. The combined package is \$900 + any upgrades and must be paid in full upon booking and is nonrefundable. Once the date and time have been approved by Rich Events, the client will be issued an online invoice to pay the \$325.00 venue portion of the package + any upgrades. Elopements of Nashville will then issue the other invoice to pay the \$575.00 photography portion of the package + any upgrades. The total time is up to 30 minutes and the total number of guests is 8 in addition to the couple, for a total of 10. The ceremony will be inside the chapel in front of the altar. This is a simple, intimate elopement, so there is no music, no processional, and there are no venue previews or planning meetings, but calls, texts and emails to Rev. Rich are welcomed.

2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich. Couples are welcome to bring personally-written vows which can be incorporated into the standard Christian or nonreligious ceremony, otherwise standard vows will be provided, unless the Elopement Ceremony Samples upgrade is selected. Clients are not permitted to bring their own officiant, coordinator, photographer or decorations. The ceremony will begin 5 minutes after the approved arrival time in the contract. There is no processional and no bridal party beyond the couple and officiant.

3. The couple and any guests must arrive together, dressed and ready for the ceremony. No separate entrances. Couples who bring a child 6 years old or younger must bring another adult (other than the couple) to supervise the child. Alcohol, reception food/beverages and tobacco are not allowed. The couple and guests are not permitted to change into or out of their wedding attire at Scarritt Bennett Center. The couple and guests will need to leave immediately at the end of the 30-minute booking. No one is permitted to stay on Scarritt Bennett Center property beyond the 30 minutes of the booking, including the couple, guests and photographers. You have a maximum of 30 minutes on property.

4. Clients and guests must arrive precisely at the approved time on their contract. Ceremonies will not be delayed or extended due to late arrivals. It is the couple's responsibility to ensure that all parties arrive and depart on time. The client risks forfeiting all or part of the booking if the group does not arrive in a timely manner. Bookings may be rescheduled to a new available date that is no more than 365 days beyond the original booking date, otherwise the booking is forfeited. The client must notify Rich Events at least 24 hours before a scheduled booking to be eligible for rescheduling, otherwise the booking is forfeited with no refund provided. Rich Events reserves the right to cancel or reschedule a booking due to winter or other weather conditions, a pandemic, or other extraordinary situation that would make it impossible or unsafe to proceed. No refunds are ever provided. It is crucial that arrival and departure is in accordance with the approved booking.

5. Professional photography is required in this package and is provided by Elopements of Nashville. No other paid or non-paid photographers/videographers are allowed. Photography may not continue at Scarritt Bennett after the approved package time concludes: no exceptions. Please note that outdoor photography at Scarritt Bennett Center is allowed, time and weather conditions permitting, but restricted to specific areas including the entrance to Fondren Hall, back lawn, labyrinth garden, and vaulted arches under the bell tower. Photos may not be taken in front of or beside Wightman Chapel or along 19th Avenue South. Fondren Hall is the only available interior space for photos. Due to time constraints and to insure the best environment for the ceremony and staged photos, guests may not take photos until the photographers are done. The client/couple must inform guests in advance to put their cameras and cell phones away until the photographers finish all staged photos toward the end of the booking.

6. Rich Events manages elopements at Skinner Chapel and will enforce all Rich Events/Scarritt Bennett Center rules and regulations. Violation of contract guidelines may result in cancellation of the booking without refund. Signature indicates acceptance of all terms and conditions of this contract. The provisions of this contract are applicable through December 31, 2022. Upon acceptance of this contract, Rich Events will issue an online invoice to collect the venue fee and Elopements of Nashville will issue an online invoice to collect the photography fee.

Client Signature \_\_\_\_\_

Bride, Groom or other responsible

Date of Signature \_\_\_\_\_