

# Rich Events

Wedding Officiants & Event Management

## Micro Wedding Ceremony Skinner Chapel at Scarritt Bennett Center

**\$2,000.00 Combined Package (venue package + photography package)**

Rev. Brandon Rich, Rich Events – Owner & Officiant

Mr. Brickey Nuchols, Rich Events – Director of Operations

GPS Location: Scarritt Bennett Center | [1031 18<sup>th</sup> Avenue South Nashville, TN 37212](https://www.google.com/maps/place/1031+18th+Avenue+South+Nashville,+TN+37212) | Parking Lot A

Phone: 615.305.2021 | Email: [Brandon@RichEvents.org](mailto:Brandon@RichEvents.org) | Web: [RichEvents.org](http://RichEvents.org)

### Availability

The Rich Events Micro Wedding Ceremony may be available during times when Skinner Chapel at Scarritt Bennett Center and the adjacent Harambe Auditorium are not in use by Scarritt Bennett Center, and when Rich Events and Elopements of Nashville have staff availability. Rich Events reserves the right to restrict any date in the year based on changes in market demand and staff/venue availability.

### Package Overview

The Micro Wedding Ceremony is a unique option for a wedding or vow renewal ceremony that is less than a traditional wedding but more than a small elopement wedding. This option is designed to be an affordable yet elegant way to get married or renew wedding vows with an intimate group of your closest friends and family with a combination package that provides most of the basic needs at a wedding ceremony including the venue, parking, chairs, altar, officiant, recorded music, coordinator and photography and silk flowers. Please note that this booking is packaged as an elopement, meaning it has more restrictions than a traditional large wedding booking. Also note that Skinner Chapel at Scarritt Bennett Center is a very small venue with limited capacity.

### Event Overview

The couple, wedding party and guests may begin arriving at the approved booking start time, and the ceremony will begin approximately 15 to 30 minutes later. The Rich Events team and photographers will confer with the couple and their wedding party to review details before the ceremony. Rich Events and Elopements of Nashville staff will set up prior to the approved booking start time. Rich Events will oversee the wedding ceremony and manage the flow of events from entrance to exit. Rich Events will schedule an optional planning meeting with just the couple in advance of the wedding day, but there is no separate wedding rehearsal. Rich Events manages the venue and handles officiating, planning and coordination while Elopements of Nashville handles photography.

### Venue Space

#### **Skinner Chapel**

The space available for the Micro Wedding Ceremony is Skinner Chapel at Scarritt Bennett Center, which is located in Fondren Hall at Scarritt Bennett Center. All ceremonies are conducted inside the chapel.

## **Secondary Indoor Spaces**

Fondren Hall's west lobby, Harambe Auditorium and the first-floor restrooms are available for gathering and non-ceremony uses.

## **Outdoor Spaces**

Outdoor areas of Scarritt Bennett Center property are available for staged photos after all interior photos are completed. Please note that Skinner Chapel couples must defer to Wightman Chapel couples if bookings overlap with regard to use of outdoor spaces for photos.

## **Parking and Handicap Access**

Wedding party and guests have access to Scarritt Bennett Center parking lots A & B which can be found using 1031 18<sup>th</sup> Avenue South, Nashville, TN 37212. Additional metered street parking is also available along 19<sup>th</sup> Avenue South in front of Scarritt Bennett Center. Fondren Hall has a handicap entrance on the northeast side of the building. Please alert Rich Events personnel if this entrance is required as this door remains locked.

## **Ceremony Personnel**

The Rich Events Micro Wedding Ceremony at Skinner Chapel is booked, planned, coordinated and officiated by Rich Events. The couple is provided ceremony samples and other planning tools upon booking. Rich Events will provide an assistant to act as event coordinator who will also be present to assist Rev. Rich with day-of-wedding coordination and ceremony direction. Due to the nature of this unique package and limitations of timeline and venue space, the couple may not bring their own officiant, wedding coordinator or paid or non-paid photographer/videographer.

## **Photography Personnel**

- 1) 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.
- 2) Photos may be taken inside Skinner Chapel and outside on Scarritt Bennett Center's property. The only interior space for photos is inside Skinner Chapel. Please note that Skinner Chapel couples must defer to Wightman Chapel couples if bookings overlap with regard to use of outdoor spaces.
- 3) Due to time constraints and to insure the best environment for the ceremony and staged photos, **guests may not take photos during the ceremony or during post-ceremony staged photography**. The client/couple must inform guests in advance to be present in the moment, enjoy the ceremony and staged post-ceremony shots, and put their cameras and cell phones away. Guests will be instructed by Rich Events to put away cameras and phones before the ceremony begins and keep them put away after the ceremony. Rich Events reserves the right to pause the ceremony if guests do not comply. After all professional photos are completed, 5 to 10 minutes of the booking may be reserved for guests to take personal photos, if the couple requests this.
- 4) All time on Scarritt Bennett Center property, inside and outside, must be scheduled, paid for and supervised by Rich Events and the photos taken by Elopements of Nashville. Professional photos will begin when the clients and guests arrive and may continue up to the end of the booking. Clients may not continue personal or professional photos at Scarritt Bennett Center after the approved time concludes.

### **Chapel Amenities**

Skinner Chapel at Scarritt Bennett Center will be set up with 16 chairs which is the maximum capacity of the space in this package. There is also an altar table that can be used to display floral arrangements. Please note that Scarritt Bennett Center does not have private dressing rooms for brides or grooms at Skinner Chapel. Members of the entire wedding party (the couple eloping and bridesmaids/groomsmen) should arrive dressed. Hair and makeup must be done before arriving at Scarritt Bennett Center.

### **Rich Events Amenities**

#### **Decorative Floral**

Rich Events will provide three artificial floral arrangements in the chapel, including a large arrangement on the altar and two small arrangements on the side window.

#### **Candelabras**

Rich Events will provide two 61-inch tall candelabras with electric candles on either side of the altar.

#### **Recorded Music**

Rich Events will provide a small Bose speaker playing songs from the Rich Events iPad available in Apple Music. All equipment is owned by Rich Events and is operated by Rev. Rich's staff only. Rev. Rich's staff will not operate any equipment provided by the client. We will only provide music that is available from iTunes/Apple Music; no exceptions. The playlist must be set no later than 24 hours before the wedding. We will play up to 30 minutes of pre-ceremony music during bridal party instruction and guest arrival. We will play up to two processional songs for the entrance of the bridal party, and one recessional song for the exit of the bridal party. We will not play any music during the actual ceremony itself (during readings, exchange of vows, exchange of rings, prayers, etc.) nor will we play any music after the one recessional song once post-ceremony photography of bridal party, family and guests begins.

#### **Ceremony Samples**

Rich Events will provide the couple extensive ceremony samples to help the couple craft the wording used for the script of the ceremony.

### **Live Music**

Skinner Chapel has no musical instruments. If the chapel is at the 16-seated guest capacity, live musicians must set up in the vestibule just outside the chapel's interior entrance. Musicians may only be allowed to set up inside the chapel if the guest count is reduced to allow space. No more than two instruments may be used, preferably violin and/or guitar. Portable keyboards or other large instruments requiring significant space or lengthy setup and loud wind instruments such as trumpets and bagpipes are not permitted.

### **Planning**

Rich Events will provide planning services to the couple to plan and coordinate all aspects of the ceremony at Skinner Chapel, with guidance and direction to any vendor needs and recommendations. Planning includes emails, phone calls and 1 scheduled meeting in the Rich Events wedding office (which is located at Belmont Mansion) or at Skinner Chapel with the couple. The location of the planning meeting will be determined by Rich Events based on venue availability and on the specific issues to be covered in meetings. A planning meeting is provided to the couple getting married to review details of ceremony content and to preview the chapel. This meeting is not open to the bridal party or guests and is not intended to become a rehearsal, which is not provided in this type of booking.

### Wedding Party

The Micro Wedding Ceremony allows the couple to have a small standing wedding party consisting of Rev. Rich as the officiant (1), the couple marrying (2), and one adult on each side (2) for a maximum of 5 adults standing at the chancel. The couple may have one flower girl and one ring bearer, or a maximum of two children in the standing wedding party. The chancel area is very small, so the wedding party must be limited to fit directly in front of the chancel.

### Package Time

Micro Wedding Ceremonies are allotted a package time of up to 90 minutes. All wedding party arrival, setup, arrival of and mingling with guests, photos and the ceremony itself must take place within these 90 minutes. Booking time begins and ends in accordance with your contract. Ceremonies will not be delayed or extended beyond the approved time due to late arrivals on the part of wedding party, guests or vendors. The ceremony will begin no sooner than 15 minutes after the approved arrival time, but no later than 30 minutes after the approved arrival time. Booking times are strictly enforced due to the presence of multiple bookings of conferences, weddings, and other events at Scarritt Bennett Center, as well as the other calendar commitments for Rich Events and Elopements of Nashville. We require your wedding party and guests be on time, neither early nor late. Clients are responsible to inform the guests of the approved timeline. Please note that 90 minutes is the maximum amount of time allowed in this package, but your ceremony and photos might not use up all that time. If everyone in your group is on time, and if your post-ceremony staged photos with guests and bridal party runs smoothly, you might be able to depart sooner. We have designed this package to have up to 90 minutes in case you need it. You won't have to feel rushed with your music, ceremony, vows or photos, and you will have some time in the event that a guest arrives a few minutes late.

### Steadfast Rules and Reminders

1. All facility rules of Scarritt Bennett Center must be followed at all times.
2. **No alcohol is allowed on the Scarritt Bennett Center property or inside any buildings. Guests with alcohol or intoxicated guests will be required to leave immediately.**
3. Smoking is strictly prohibited in all Scarritt Bennett Center buildings.
4. Rich Events may refuse unsafe décor. No flames are permitted inside or outside.
5. Only bubbles, bells, or streamer wands may be used outside for the couple's exit. Sparklers, fireworks, sky lanterns, burning candles, torches and glitter/confetti or anything making a mess are prohibited. Only artificial petals may be used inside the chapel on the center aisle and chancel.
6. The altar table cannot be moved from its location on the chancel.
7. Children must have adult supervision at all times while at Scarritt Bennett Center. Unruly guests, including unruly and unsupervised children, will be required to leave. The Rich Events officiant-in-charge or coordinator may call upon campus security as needed. If the couple brings a child 6 years old or younger, they must have an adult (other than themselves) to supervise the child during the ceremony and photos.
8. Rich Events has no control over other weddings or events on property outside Skinner Chapel.
9. Floral and other decorations should be kept to a minimum due to time and space constraints. Rich Events reserves the right to refuse any decoration or item(s) that requires a lengthy setup and tear down, or pose a safety or damage risk to the chapel, staff, guests or the property. Please consult with Rich Events for clarification. Rich Events staff has final authority in this and all such matters.
10. Rich Events reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
11. Animals are prohibited inside buildings, except for service animals with credentials.
12. Any delivery, setup and removal of items by wedding party, guests or vendors must happen within the contracted package time. Delivery of flowers and arrival of live musicians should happen at the beginning of the contract time. **We encourage clients to bring any flowers rather than having them delivered.**

13. Please note that Rich Events associates do not keep regular office hours, and Rich Events offices are not at Scarritt Bennett Center. Any meetings or previews must be scheduled in advance. Drop-in visits are not permitted by clients, families or vendors.
14. All members of the wedding party should arrive and depart in their wedding attire. Brides and grooms are permitted to dress in the public restrooms in Fondren Hall, but this is not encouraged due to time constraints and lack of privacy and security.
15. Skinner Chapel at Scarritt Bennett Center is a small space with limited capacity for guests, vendors and standing wedding party. Rich Events restricts attendance to stay within venue capacity.
16. **This is a ceremony-only booking. No reception or reception food/beverages are permitted.**
17. Rich Events has final authority in all matters and may take any action required.

### **Special Requests**

Any special requests that extend beyond provisions of this contract need to be presented to Rich Events for approval in advance of the event, preferably at the time of contract signing. All last-minute requests must be presented to Rev. Rich for approval. Please note that requests may be declined if they breach Scarritt Bennett Center regulations, or if they extend beyond the scope of the services that this package is intended to provide. Please note that Rich Events has the final authority in such matters.

### **Number of Guests**

Micro Wedding Ceremonies are allowed a total of sixteen (16) seated guests plus the couple marrying with standing wedding party and vendors. The standing wedding party is restricted to the couple getting married (2), the Rich Events officiant (1) plus one adult attendant on each side (2) for a total of 5 standing adult wedding party. The couple may also have up to two children in the standing wedding party (flower girl and ring bearer). Please note that Skinner Chapel is a very small space with a limited layout that cannot accommodate any extra guests or setup. The chancel is quite small, so a larger standing bridal party and larger guest count is not possible.

### **\$2,000.00 Combination Package Fee and Payment**

The Micro Wedding Ceremony combines the services of Rich Events and Elopements of Nashville to provide coordinated wedding services at Skinner Chapel. Rich Events is in charge of the venue and provides officiating and coordination services along with several upgrades. Elopements of Nashville is the approved and required vendor providing photography services along with video and floral rental upgrades. Booking this combination package is a two-step process. To secure a date and time, the client must complete both of the following:

1) Rich Events must receive this contract completed, initialed and signed along with the nonrefundable full payment for the \$1,000.00 venue portion of this package, plus any upgrades selected at the time of booking. The venue portion of the package fee and any upgrades will be collected via online invoice issued by Rich Events and paid by the client. If the couple adds any upgrades after the contract is executed, Rich Events will issue an additional online invoice for the final and nonrefundable payment which is to be paid online with credit card or debit card no less than 24 hours before the ceremony. If the client is unable to pay any remaining fees, the upgrades will be removed from the ceremony. The client must check in with Rich Events 7 days prior to the event to confirm plans for the wedding, or to give notice of cancellation or request for a postponement. Direct all payment questions for the venue portion of the package to Rich Events.

2) Elopements of Nashville requires completion of its service contract and will issue an invoice to pay the \$1,000.00 photography portion of the combination package + any upgrades for video, floral rental or any other services provided. Both the Rich Events and Elopements of Nashville contracts must be submitted and both

company's nonrefundable invoices must be paid to secure the booking. Both companies must be booked. Neither will accept booking without the other.

### **Late Arrivals, Cancellation and Change of Date**

All payments are nonrefundable. The client may be permitted to transfer the booking to another date at Skinner Chapel without financial penalty, provided Rich Events, Elopements of Nashville and Skinner Chapel have an available date and Rich Events approves the change. 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. Bookings may be rescheduled to a new date that is no more than 180 days beyond the original booking date. The client must notify Rich Events at least 24 hours before a scheduled booking to be eligible for rescheduling, otherwise the booking is forfeited. Rich Events reserves the right to postpone or reschedule due to winter or other weather conditions or unforeseen extraordinary situations, such as natural disaster or health crisis/pandemic, that would make it impossible or unsafe to proceed. No refunds are provided.

### **Optional Upgrades**

Please add a check mark beside any upgrades you wish to add to your booking.

\_\_\_ **Decorative Certificate of Marriage or Renewal of Vows: \$25.00**

Rich Events will provide a customized decorative ceremonial certificate of marriage or renewal. Some TN counties such as Davidson and Shelby provide decorative certificates, but most do not. Check with Rev. Rich with questions before selecting this upgrade.

\_\_\_ **Commemorative Vows Certificate \$25.** Couple's wedding vows printed on certificate paper, suitable for framing.

\_\_\_ **Robe & Stole Upgrade: \$25.00**

Rev. Rich can wear his black ministerial robe and white stole for your wedding ceremony. This requires specific attire to be worn underneath the robe and the robe must be brought out of storage, so this upgrade must be requested at least 48 hours in advance of a wedding.

\_\_\_ **Hand-Delivery of Completed Marriage License to Davidson County Clerk: \$25.00**

Rev. Rich will personally hand-deliver the completed and signed marriage license paperwork back to the Davidson County Clerk on the next business day. This option is only available for licenses obtained in Nashville at the Davidson County Clerk.

\_\_\_ **Pre-marital Counseling take-home program \$25.** Available for Davidson County and Williamson County, TN marriage licenses. Must be booked at least 5 days in advance of the ceremony to allow time to complete the program and verification.

\_\_\_ **Bubbles for staged exit \$25.** Rich Events will provide individual vials of bubbles for guests to blow for a staged exit photo on the exterior of the mansion. This option requires participation from several guests.

**We encourage you to contact us prior to booking with any questions about the upgrades or any other aspect of the booking.**

**Combination Package of Services**

**Micro Wedding Ceremony \$2,000.00 Combined Package**

Included in this package are the following provisions and restrictions:

1. Up to 90 minutes use of the Skinner Chapel at Scarritt Bennett Center. No separate rehearsal time is included or allowed.
2. Rich Events to provide officiant who is in charge of the venue, ceremony and booking.
3. Rich Events to provide one employee to assist the officiant and bridal party
4. Seating for up to sixteen (16) guests plus small standing wedding party
5. Professional photography services provided by Elopements of Nashville
6. Any of several optional upgrades from Rich Events and Elopements of Nashville
7. Any of several included Rich Events amenities available upon request
8. Total combination base package fee is \$2,000.00 + any upgrades which is split into separate payments of \$1,000.00 + upgrades to Rich Events for the venue/officiant/coordinator and \$1,000.00 + upgrades to Elopements of Nashville for photography. Both companies must be booked.

**To be completed by the client and verified by Rich Events:**

Elopement Date: \_\_\_\_\_ Booking Start Time\*: \_\_\_\_\_

*\*This is the time that your access to Skinner Chapel begins. This applies to wedding party, guests and any vendors. The ceremony will begin 30 minutes after this time. Please note that Rich Events must verify availability of the client's requested date and time.*

*PLEASE ADVISE GUESTS AND WEDDING PARTY THAT THEY ARE NOT ALLOWED TO ENTER THE CHAPEL UNTIL RESERVATION TIME. SHOULD THEY ARRIVE EARLIER, THEY MAY BE NOT BE ALLOWED ACCESS.*

**Please complete the information about the couple getting married.**

**Client Contact Information**

Please complete the information below about the couple getting married.

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

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

Name \_\_\_\_\_ Name \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_ Cell \_\_\_\_\_

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

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

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

*(Bride, groom or other responsible party\*)*

\*If the responsible party signing this contact is not bride or groom, please contact Rich Events and provide us with that person's name and contact information for our records.

Visit [RichEvents.org](http://RichEvents.org) for information about Tennessee Marriage License and other frequently asked questions.