



Wedding Officiants & Event Management

Skinner Chapel at Scarritt Bennett Center

Getaway Elopement Contract - \$1,000.00 Combined Package (venue package + photography 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 | Web: www.RichEvents.org/skinner-chapel | Email: brandon@richevents.org

Rev. Brandon Rich, Owner, Rich Events | Mr. Brickey Nuchols, Director of Operations, Rich Events

Ceremony Date: \_\_\_\_\_ Approved Time: \_\_\_\_\_ (Entrance into the venue. Ceremony begins within 2 to 3 minutes.)

Please complete the information below about both parties 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 Code: \_\_\_\_\_

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

Please note that we send information including reminders to both parties listed. We do not accommodate surprise ceremonies.

Please complete this entire section.

Important Information Regarding Marriage License

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

Note: The couple eloping is required to bring a valid Tennessee Marriage License for legal weddings. A Marriage License obtained anywhere outside Tennessee is not acceptable. Visit Nashville.gov for information.

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

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Writing personal vows: \_\_\_\_\_ Yes\* or \_\_\_\_\_ No

\*Vows should be brief and should be printed or hand-written on paper.

Planned number of seated guests: \_\_\_\_\_ Limit is 8 guests in addition to the couple eloping. All guests must be seated. 8 chairs provided. If it will just be the couple present, mark 0 guests. Initial Here.

The following are optional Rich Events upgrades. Please note that all Rich Events upgrades are nonrefundable, once selected and paid for, but may be transferred to other Rich Events upgrades, when possible.

Recorded Music \$50. One processional song and one optional recessional song. Equipment provided and run by Rich Events. Couple may select one processional song and an optional recessional song, both of which must be available from iTunes/Apple Music. Selection must be submitted to Rich Events 24 hours before the ceremony or Rich Events will make default selection. If only one song is selected, it will be used for the processional and there will be no recessional. If the couple submits two songs, they must indicate which is for processional and which is for recessional. If the couple does not submit a selection in time, Rich Events will provide a default selection for the processional song, and there will be no recessional song.

Decorative Floral \$50. Three artificial floral arrangements: one at altar and two smaller arrangements by the side window. Please note: you may not add any supplemental decoration to these arrangements.

Candelabras \$50. Two 61-inch candelabras with one on each side of the altar. Electric candles are provided. Please note: you may not add any supplemental decoration to these candelabras.

Decorative Certificate of marriage or renewal, suitable for framing. \$25. Do not select this upgrade if you obtain your Tennessee marriage license from Davidson County or Shelby County as those clerks provide a decorative certificate.

Commemorative Vows Certificate \$25. Couple's wedding vows printed on certificate paper, suitable for framing. Please note: if not using our standard vows, personally written vows must be typed and sent to Rich Events 24 hours in advance of the ceremony.

Robe & Stole \$25. Rev. Rich wears ministerial robe and stole. This must be selected at least 24 hours before ceremony. Please note: Rev. Rich will not wear a boutonniere or any other decoration on the robe and stole.

Five more upgrades listed on the next page

\_\_\_ Pre-marital Counseling take-home program \$25. Available for Davidson County and Williamson County, TN marriage licenses. Must be completed at least 5 days in advance of the ceremony to allow time for verification/notarization and electronic delivery of certification document which must be presented to the clerk when obtaining marriage license documents. Certified pre-marital counseling provides a discount off the TN marriage license application fee, but is not a requirement.

\_\_\_ Elopement Ceremony Samples \$25. Rev. Rich will provide extensive ceremony samples that go well beyond the standard Christian or nonreligious elopement scripts. Client must make selection 24 hours prior to ceremony to avoid default selection.

### **Marriage License Delivery**

We have three upgrade options for delivery of completed Tennessee marriage license paperwork after the ceremony.

The first two options apply only to the Davidson County Clerk in Nashville, TN.

\_\_\_ **Basic** Hand-delivery of signed TN marriage license to the Davidson County Clerk \$25.00. Only available for Davidson County Clerk paperwork. The clerk will send the Certificate of Marriage (certified copy) by regular mail to arrive within 30 days after the wedding.

\_\_\_ **Premium** Hand-delivery of signed TN marriage license to the Davidson County Clerk \$100.00. Only available for Davidson County Clerk paperwork. Rich Events will obtain 3 certified copies of the Certificate of Marriage and send to the couple by FedEx or UPS with tracking number, to arrive within 15 days. Additional time and charges will apply if shipping outside the U.S. (50 states and D.C.). Additional certified copies are \$5.00 each. If you want additional copies beyond the 3 provided, please indicate how many: \_\_\_\_\_. The extra charge will be added to your invoice. If shipping outside the U.S., we will send a supplemental invoice for shipping charges which must be paid before we will ship the documents.

The third option applies to the other 94 Tennessee counties, but not Davidson County.

\_\_\_ **Guaranteed** delivery of signed TN marriage license paperwork to any of the other 94 Tennessee counties other than Davidson County. \$40.00 Rich Events will ship the completed paperwork to the appropriate TN county clerk by FedEx or UPS ground shipping with tracking number provided. We must have a street address for the clerk, not a post office box. Please note that each county clerk determines their own procedures regarding delivery of the completed paperwork back to the couple. This upgrade option only guarantees shipping of the paperwork from Rich Events after the ceremony to the clerk of record. (*This upgrade avoids paperwork getting lost in the mail with no tracking information.*)

### **Guidelines of the Rich Events Getaway Elopement at Skinner Chapel at Scarritt Bennett Center**

1. The Getaway Elopement is a combined package with separate base fees from Rich Events for the venue package and Elopements of Nashville for the corresponding photography package, both totaling \$1,000.00 + any upgrades. Base fee 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 \$375.00 venue portion of the package + any upgrades. Elopements of Nashville will issue the other invoice to pay the \$625.00 photography portion of the package + any upgrades. Clients may add upgrades later, subject to Rich Events availability and approval. 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. You may not have any additional guests inside the venue or on property (inside or outside) beyond the limits of this package.

2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich. Couples may bring brief personally written vows to be incorporated into the standard ceremony, otherwise standard vows will be provided, unless the Elopement Ceremony Samples upgrade is selected. The ceremony will be inside Skinner Chapel in front of the altar. This is a simple, intimate elopement ceremony. The only music allowed is the Recorded Music Upgrade. Preview and planning meetings are not included in this package, but calls, texts and emails are welcomed.

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3. The couple eloping and all guests must arrive together, dressed and ready for the ceremony. No separate entrances allowed for the couple eloping and no first-look photographs, which means that the couple eloping must see each other before the ceremony and enter the venue together. Clients and guests are permitted to enter Scarritt Bennett parking lot no sooner than 10 minutes in advance of the approved booking start time. Clients and guests must wait in their cars until time to enter the chapel, which must be precisely at the approved time on their contract. Clients and guests who use transportation vendors must plan drop off and pick up carefully to stay within contract requirements. There is no separate indoor waiting area. Ceremonies will not be delayed or extended due to late arrivals. The client risks forfeiting all or part of the booking if the group does not arrive in a timely manner. Clients and guests must leave property immediately after the elopement. Clients and guests are not permitted to be on venue property before or after contract time.

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4. If the client cancels the booking, there is no refund and no rescheduling. If the client postpones the booking, it may be rescheduled to a new available date that is no more than 180 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 postponement and rescheduling, otherwise the booking is forfeited with no refund provided. Rich Events reserves the right to postpone and 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. Rich Events and Elopements of Nashville will send multiple reminder messages in the two weeks leading up to the ceremony. The couple must respond and confirm their booking at least 24 hours prior to the scheduled ceremony to avoid default cancellation.

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5. Professional photography is required in this package and is provided by Elopements of Nashville. Videography is available as an upgrade from Elopements of Nashville (must be selected at least 24 hours in advance) for \$150.00 and is delivered same day. No other paid or non-paid photographers/videographers are allowed. Photography is only permitted during the approved package time: no exceptions. Indoor photography is restricted to Skinner Chapel. Please note that the officiant will be in place, centered behind the couple throughout the ceremony and as such will be in all ceremony photos including the processional, opening reading, vows, ring exchange, first kiss, pronouncement of marriage and recessional. Outdoor photography at Scarritt Bennett Center is allowed, time and weather conditions permitting. In the event that the bridal party with a wedding at Wightman Chapel (the larger chapel) is outside taking photos, the bridal party from a Skinner Chapel ceremony will take photos in an alternate location. Guests may not live stream or take photos or video during the ceremony. 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.

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6. This is not a traditional wedding. This is a ceremony-only elopement. Rich Events and Elopements of Nashville host and photograph multiple elopements per day. Multiple ceremonies and other activities take place at Scarritt Bennett Center every day. It is the responsibility of the couple eloping to prepare all guests in advance with the location of the venue, as well as the timeline and special guidelines that the booking carries, especially those that apply to the guests. Since Rich Events and Elopements of Nashville will not have contact with your guests prior to the ceremony, we must rely on you, the eloping couple, to prepare your guests accordingly. This will ensure the best possible experience for everyone.

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7. Rich Events manages elopements at Skinner Chapel at Scarritt Bennett Center and will enforce all Rich Events, Scarritt Bennett Center and Elopements of Nashville rules and regulations. Clients are not permitted to utilize their own paid or unpaid vendors at Skinner Chapel or anywhere on Scarritt Bennett Center property including, but not limited to officiant, coordinator, photographer, videographer or musicians. Clients may have bridal bouquet and boutonniere. The couple may rent these two items from Elopements of Nashville, or the couple may bring these items, along with rings and TN marriage license, when entering the chapel. Please note that deliveries to Skinner Chapel by florists or any other vendor is not permitted. Clients and guests are not permitted to bring decorations. Clients and all guests are to arrive together, dressed and ready for the ceremony. No one with the elopement is permitted to change into or out of wedding attire at Scarritt Bennett Center. Couples who bring a child 6 years old or younger must bring another adult (other than the couple eloping) to supervise the child during the ceremony and photography. Alcohol, tobacco and illicit substances are prohibited at Scarritt Bennett Center. Any form of reception food or beverage or reception activity is prohibited. This is a ceremony-only booking. Rich Events reserves the right to prohibit any activity which may pose an undue burden or hazard to the chapel, property, staff or guests. **Violation of contract guidelines may result in cancellation of the booking without refund, including a ceremony in progress, withholding officiant signature on marriage license, and withholding all photos taken by Elopements of Nashville.** Client signature on this contract and payment of the accompanying invoices indicates acceptance of all terms and conditions of this contract. The provisions of this contract are applicable through December 31, 2023.

\_\_\_\_\_ **Initial Here.**

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

*Bride, Groom or other responsible*

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