



Wedding Officiants & Event Management

### Wedding Ceremony Officiant Contract

Rich Events Mailing Address: 801 Goswell Drive, Nolensville, TN 37135 | Contact us for availability before submitting a contract.  
Cell 615.305.2021 | [brandon@richevents.org](mailto:brandon@richevents.org) | [www.RichEvents.org](http://www.RichEvents.org) | Calls or texts between 9AM & 7PM Mon-Sat & 2PM to 7PM Sundays. Email 24/7

Ceremony Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_ Rehearsal Date\*: \_\_\_\_\_ Rehearsal Time\*: \_\_\_\_\_

\*Rehearsal is only offered for Traditional Weddings, not elopements.

Venue Name (or list as "residence"): \_\_\_\_\_

Venue City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please complete the information below about the couple marrying.**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please indicate your choice of either a Traditional Wedding Ceremony or an Elopement Wedding Ceremony. Only select one.**

**Preferred Ceremony Type:**

\_\_\_\_\_ **Traditional Wedding Ceremony** - Standard Booking: \$400.00 fee. See Officiant Guidelines below for details. This option comes with ceremony samples for a customized ceremony script. This option comes with up to two optional planning meetings with Rev. Rich in his Belmont Mansion office. Phone calls, text messages and email are also welcomed. \*If available, Rev. Rich may participate in a separate ceremony rehearsal.

\_\_\_\_\_ **Elopement Wedding Ceremony** - Standard Booking: \$200.00 fee. See Officiant Guidelines below for details. This option comes with a standard Christian or nonreligious ceremony that is not customized. This option does *not* allow for rehearsal or planning meetings, but phone calls, text messages and emails are welcomed. If selecting an elopement booking, please mark your choices below for the details of your ceremony.

Elopement Ceremony Content: \_\_\_\_\_ Christian \_\_\_\_\_ Nonreligious

Exchanging Wedding Rings: \_\_\_\_\_ Yes \_\_\_\_\_ No

Writing Personal Vows: \_\_\_\_\_ Yes \_\_\_\_\_ No *(If no, Rev. Rich will provide standard vows.)*

**Optional Upgrades:**

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

\_\_\_ Decorative Certificate of marriage or renewal, suitable for framing. \$25. **Not needed with Davidson County Marriage License**

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

\_\_\_ 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 wears ministerial robe and stole. This must be selected at least 24 hours before ceremony.

\_\_\_ 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.

## Wedding Ceremony Officiant Contract Guidelines

1. Rev. Brandon Rich will provide service at the agreed upon date, time and location and for specified fees. **Client Initials** \_\_\_\_\_
2. Standard fees are \$200.00 for Elopement Wedding Ceremonies and \$400 for Traditional Wedding Ceremonies, plus any upgrades. Elopement Wedding Ceremonies at peak times (Saturday evenings in the Spring and Fall), on major holidays, on other special occasions, or in situations that carry other special circumstances may be charged \$300.00. The total fee assessed for a Traditional Wedding Ceremony or Elopement Wedding Ceremony is determined by factors including location, parking, travel, time, day/date, notice provided, special requests, required attire and the complexity of the ceremony. Rich Events may assess a surcharge for incurred expenses over and above the standard fee. Rich Events will evaluate the information provided on this form and from calls/messages and indicate fee plus any assigned expenses in an invoice. **The full balance of the fee and any upgrades must be paid at the time this contract is completed and is nonrefundable.** Rich Events will issue an invoice which the client will pay online with credit card or debit card. Upgrades can be added to the booking at a later time, but no later than 48 hours prior to the ceremony. **Client Initials** \_\_\_\_\_
3. All bookings are nonrefundable, but may be eligible for rescheduling if the client notifies Rich Events at least 48 hours in advance of the ceremony (or 24 hours in advance of a rehearsal, if applicable) and if Rev. Rich has availability on the couple's new ceremony date. If the couple cancels their ceremony, reschedules their ceremony to a date when Rev. Rich does not have availability, or if the couple moves their ceremony to a location that is more than 20 miles from the original venue, their booking will be forfeited with no refund. **Client Initials** \_\_\_\_\_
4. Rev. Rich will officiate and provide the couple with a ceremony based on preferences selected in this contract. Rev. Rich will return the signed marriage license forms to the county clerk of record by mail, unless the hand delivery upgrade is selected, which is only applicable to a marriage license obtained at the Davidson County Clerk in Nashville, TN. The Marriage License must be issued from the state where the wedding ceremony takes place. For information about a Tennessee Marriage License, please visit [NashvilleClerk.com](http://NashvilleClerk.com). Couples are encouraged to hand-deliver their marriage license paperwork themselves, if possible, to expedite the issuance of the certified copy of the marriage certificate. **Client Initials** \_\_\_\_\_
5. All ceremonies are scheduled on the Rich Events calendar, so your ceremony will not be considered booked until this form is received, reviewed and approved by Rich Events and payment arrangements reviewed and approved. **Client Initials** \_\_\_\_\_
6. Rich Events reserves the right to refuse to officiate without refund if the location, time or date are changed by the couple without prior consent or if the couple has chosen a location that is unsuitable, inappropriate, unsafe or would endanger the safety or reputation of Rich Events, or if the couple has misrepresented significant aspects of the booking. If the couples does not show up, the booking is forfeited without refund. This contract is valid through December 31, 2023. **Client Initials** \_\_\_\_\_

\_\_\_\_\_  
Client Signature  
(Bride, Groom or other responsible party)

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