



Wedding Officiants & Event Management

Spring Haven Gardens Getaway Plus Elopement Contract - \$1,500.00 Combined Package (venue + photography)

545 E. Main Street · Hendersonville, TN 37075

Business Cell 615.305.2021 | Web: RichEvents.org | Email: brandon@richevents.org

Rev. Brandon Rich, Owner, Rich Events

Ceremony Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ (Arrival time is subject to approval by Rich Events)

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.

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

Planned number of seated guests: \_\_\_\_\_ Limit is 16 seated guests in addition to the couple eloping + 1 maid of honor and 1 best man who stand All 16 guests not part of the standing bridal party must be seated. 16 chairs provided. No additional guests allowed.

Upgrades: We encourage couples to contact us prior to contract submission with any questions about upgrades.

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.

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.

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 for Davidson County paperwork.

Robe & Stole \$25. Rev. Rich wears ministerial robe and white 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.

Bubbles for staged exit \$25. Rich Events will provide individual vials of bubbles for guests to blow for a staged exit photo. This option requires participation from several guests, so if you few or zero guests, don't select.

**We encourage you to contact us prior to contract submission with any questions about any aspect of the elopement.**

**Guidelines for the Rich Events Getaway Plus Elopement at Spring Haven Gardens**

1. The combined package is \$1,500.00 + any upgrades and must be paid in full upon booking, and is nonrefundable, which means there is no refund if the couple cancels. Once the date and time have been approved by Rich Events, the client will be issued an online invoice to pay the \$625.00 venue portion of the package + any upgrades. Elopements of Nashville will issue the other invoice to pay the \$875.00 photography portion of the package + any upgrades. The total amount of time is up to 60 minutes and the total number of seated guests is 16 in addition to the couple eloping. The couple may have one standing attendant each (1 maid of honor and 1 best man). The total number of people in the group, including seated guests (16), standing attendants (2), and couple eloping (2) is 20. The ceremony will be planned for outside, but will be moved inside the mansion in inclement weather, which includes but is not limited to rain, lightning, extreme cold or extreme heat. Rich Events will make the final decision regarding ceremony location due to a weather event. This is a simple, intimate elopement ceremony. The only music allowed is the Recorded Music Upgrade. There is no venue preview nor planning meeting, but calls, texts and emails to Rich Events 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, videographer, musicians (no vendors other than Rich Events/Elopements of Nashville) or decorations. The ceremony will begin 5 minutes after the approved arrival time in the contract.
3. The couple and any guests must arrive together, dressed and ready for the ceremony. No separate entrances allowed for the couple eloping, and no first-look photographs. This means that bride and groom may not arrive separately. 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 Spring Haven. The couple and guests will need to leave immediately at the end of the 60-minute booking. No one is permitted to stay on Spring Haven property beyond the 60 minutes of the booking, including the couple, guests and photographers. We will conclude 60 minutes after entrance. You have a maximum of 60 minutes on Spring Haven 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, neither early nor late. If the couple or guests will be transported by Lyft/Uber, shuttle or limousine, they must still arrive and depart on time. Due to the distance between Spring Haven and downtown Nashville, we discourage Lyft/Uber for transportation as there is limited availability of rideshare cars near the venue. 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 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 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. 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 ensure that our teams are prepared. It is crucial that arrival and departure is in accordance with the approved booking, especially since Rich Events hosts multiple ceremonies per day across several venues.
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 Spring Haven after the approved package time concludes: no exceptions. Please note that outdoor photography at Spring Haven happens in several locations, time and weather conditions permitting. During inclement weather, ceremony and photos will take place inside Spring Haven Mansion. Due to time constraints and to ensure the best environment for the ceremony and professional photos, guests may not take photos until the photographers allow it. Rev. Rich reserves the right to intervene if guests do not comply. 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. Due to limited time, guests should not make requests of the photographers. The photographers have a system and will consult with the couple eloping on requested photos.
6. Rich Events manages elopements at Spring Haven and will enforce all Rich Events/Spring Haven rules and regulations. Violations may result in cancellation without refund. Signature indicates acceptance of all terms and conditions. The provisions of this contract are applicable through December 31, 2023. 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.
7. This is not a traditional wedding. This is an elopement. It is the responsibility of the couple eloping to prepare all guests in advance of 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. Signature below indicates the client's acceptance of all terms, conditions and guidelines in this contract and in the accompanying invoice.

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

*Bride, Groom or other responsible party*

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