



**Rich Events Micro Wedding Ceremony at Belmont Mansion
\$2,000.00 Combined Package Contract**

Rev. Brandon Rich, Director of Weddings & Rentals
Mailing Address: 1900 Belmont Boulevard | Nashville, TN 37212
GPS Location: 17th Ave. S. & Acklen Ave. | Nashville, TN 37212
Phone: 615.305.2021 | Fax: 615.346.0157 | Email: brandon.rich@belmont.edu
Web: www.BelmontMansionEvents.com or www.RichEvents.org

Availability

The Rich Events Micro Wedding Ceremony may be available during times when Belmont Mansion is not open for museum tours, 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 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, officiant, coordinator and photography, with upgrade options for recorded music, decorations and silk flowers. Please note that this booking is packaged like an elopement, meaning it has more restrictions than a traditional large wedding booking.

Event Overview

The couple, wedding party and guests may begin arriving at the approved booking start time, and the ceremony will begin approximately 30 minutes later. The standard booking start time is 5:00 PM, but the couple may be offered a different time based on availability. 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 planning and coordination while Elopements of Nashville handles photography.

Available Spaces

The Grand Salon

The event space available is the Grand Salon. This is the only space where any seating may be used. The Grand Staircase is the primary entry point into the Grand Salon. Due to the dimensions, construction, and age of the staircase some key rules apply to its use.

1. We do not allow large groups to stand above the fourth step, due to the free form nature of the construction as well as the age of the staircase.
2. We prohibit anyone from descending the stairs two-by-two due to narrow width.

The Front Hall

The Front Hall is the primary entry point to the Belmont Mansion, and is where the gift table and guest registry table are placed.

Outdoor Space

The front porch, front walk, the two gazebos nearest to the mansion, the fountain and rose garden are available for limited use. These spaces may be used for guest entrance, photography and staged exit at the conclusion of the event. Ceremonies are not conducted outside. The mansion shares exterior spaces and parking with Belmont University. The mansion has no control over the university's use of campus spaces.

Changing areas

The upstairs landing is available to wedding party and attendants as a dressing and staging area. There is neither restroom nor elevator access to the upstairs of the mansion. The museum suite upstairs will be locked. Wedding party and attendants are required to arrive with hair and makeup done. A separate space is provided downstairs for the rest of the wedding party, attendants, and the officiant. All restrooms are on the main floor of the mansion.

Ceremony Personnel

The Rich Events Micro Wedding Ceremony at Belmont Mansion is booked, planned, coordinated and officiated by Rev. Brandon Rich of Rich Events and his assistant. 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 Belmont, neither inside the mansion or outside on the university campus, after the approved package time concludes: no exceptions.
- 2) Photos may be taken inside Belmont Mansion in event spaces, and in the north-central section of the interior of surrounding university campus, just south of the mansion extending to the white marble fountain.
- 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 to put away cameras and phones before the ceremony begins and keep them put away after the ceremony. The final 5 to 10 minutes of the booking may be reserved for guests to take personal photos after all professional shots are complete, if the couple requests this allowance in advance.
- 4) All time on Belmont 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 Belmont after the approved time concludes.

Mansion Amenities

The mansion has several items available at no additional cost. These items include chairs, back-of-chair slip covers, select tables in the foyer, guest registry table and gift table. The mansion does not allow any furnishings other than its own inventory.

Rich Events Amenities

Decorative Floral

Rich Events will provide three artificial floral arrangements, including a large arrangement in the bay window and two small arrangements by the staircase.

Candelabras

Rich Events will provide four tall candelabras with electric candles on either side of the bay window.

Recorded Music

Rich Events will provide a Bose speaker playing from any 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.

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

Clients may hire a small string or wind ensemble. Musicians are allowed to enter the mansion 15 minutes prior to the booking start time. Large instruments such as harps are not permitted.

Planning

Rich Events will provide planning services to the couple to plan and coordinate all aspects of the ceremony at Belmont Mansion, with guidance and direction to any vendor needs and recommendations. Planning includes emails, phone calls and one optional scheduled meeting at Belmont Mansion. An optional planning meeting is provided to the couple getting married to review details of ceremony content and to preview the venue. This meeting is only open to the couple getting married, not the wider bridal party or guests. No rehearsal is provided in this booking.

Wedding Party

The Micro Wedding Ceremony allows the couple to have a small standing wedding party with up to three (3) adult attendants on each side of the wedding party for a total of four (6) adult attendants plus the couple. There is no formal seating of parents or grandparents by ushers. The couple may also have ring bearer/flower girl, but flower girls may not drop flowers on the floor.

Package Time

Micro Wedding Ceremonies are allotted 90 minutes total time. The standard booking start time is 5:00 PM, with ceremony beginning approximately 30 minutes after entrance. Bookings may be offered later if the mansion has multiple bookings on a given date. All wedding party arrival, setup, changing clothes, arrival of and mingling with guests, photos and the ceremony itself must take place within contract time. Your time begins and ends in accordance with your contract. Bookings/ceremonies will not be delayed or extended beyond the approved time of a contract due to late arrivals on the part of wedding party, guests or vendors. Your booking time begins at the approved time in this contract and ends 90 minutes later. Booking times are strictly enforced due to daytime museum tours and the presence of multiple bookings of ceremonies and other events at the mansion. We require your wedding party and guests be on time, neither early nor late.

Steadfast Rules and Reminders

1. The standard entrance/booking start time is 5:00 PM. Clients may be offered other times based on venue availability. This package may be booked later than 5:00 PM if following another event booked at the mansion. If the mansion is closed for some reason, bookings may be scheduled earlier in the day, but this is the only possible exception to our timeline.
2. Belmont Mansion will follow any federal, state, local and Belmont University mandates regarding COVID-19 or any similar health crisis. No refunds due to COVID-19 changes.
3. NO ALCOHOL is allowed on the Belmont University campus or in Belmont Mansion. Guests with alcohol or intoxicated guests will be required to leave campus immediately.
4. Smoking and e-cigarettes are strictly prohibited in the mansion and outside on campus.
5. Only bubbles, bells, or streamer wands are permitted outside for the exit. Sparklers, fireworks, sky lanterns, glow sticks and candles or torches are prohibited.
6. Sofas, pair of busts on pedestals, and floor rugs cannot be moved and will remain in their respective places. Other items may only be moved by mansion staff.
7. Children must have adult supervision at all times while on mansion and university property. Unruly guests, including unruly and unsupervised children, will be required to leave. Rich Events may call upon Belmont University 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. The mansion has no control over activities on the university campus, outside the mansion.
9. Food and beverage services are not permitted. Receptions of any form are not permitted.
10. No floral petals (real or synthetic) or aisle runners may be placed on the hardwood floor or on the steps. Nothing may be placed on the floor in walkways including, but not limited to urns, cylinders, candles or flower arrangements.
11. Floral arrangements or other decorations may be prohibited if they pose a safety hazard. Please consult with the Director of Weddings & Rentals or the Event Coordinator for clarification. Belmont Mansion staff has final authority in this and all such matters.
12. Belmont Mansion reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
13. Floral and other decorations should be kept to a minimum due to time constraints. The mansion reserves the right to refuse any decoration or item(s) that requires a lengthy setup and tear down or pose a safety risk to the mansion, its staff, guests or the Belmont campus.
14. Live music should be limited to a guitarist, violinist or small ensemble. The mansion reserves the right to refuse any musical option or any vendor whose presence might pose a hazard to the venue or event.
15. A surcharge may be assessed upon booking for a wedding on a holiday or holiday weekend.
16. Pets and other animals are prohibited except for trained and credentialed service animals.
17. Any delivery, setup and removal of items by wedding party or guests must happen within the contracted rental time. Deliveries, setup and retrieval of items may not occur before or after the contracted package time.

18. Belmont Mansion is typically decorated for Christmas from mid-November through early January. The specific decorating schedule is at the discretion of management of Belmont Mansion. No Christmas décor will be removed to accommodate a rental event.
19. Please note that Rich Events staff do not keep regular business hours. Any meetings or previews must be scheduled in advance. Drop-in visits are not permitted by clients, their families or vendors.
20. Belmont Mansion has a hardwood floor in the Grand Salon with a marbleized painted surface. Mansion staff reserves the right to restrict any activity, decoration or anything else which might pose an unacceptable damage risk to the floor. We encourage guests and vendors to refrain from dragging items across the floor, rolling items with hard wheels or anything else which could cause damage, or wearing tap shoes or cleats.
21. Belmont Mansion is an active house museum on a busy university campus. There is always the possibility that museum restoration, museum activities, campus activities or campus construction projects may impact a wedding at Belmont Mansion.
22. **Rich Events has final authority in all matters and may take action any required to protect the venue, its staff and museum collection up to and including cancelling an event in progress and requiring all guests to leave.**

Number of Guests

Micro Wedding Ceremonies are allowed a total of thirty (30) seated guests plus small standing wedding party consisting of the couple marrying, plus a total of six (6) adult attendants (3 on each side of the wedding party) plus flower girl/ring bearer. The venue will provide up to 30 chairs for seating. The couple may not have additional guests beyond the limits prescribed.

\$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 Belmont Mansion. 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 (all pages) 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.

Cancellation and Change of Date

All deposits and payments to Belmont Mansion for Micro Wedding Ceremonies are nonrefundable. If the client cancels the booking for any reason, no refund of paid fees will be issued. The client may be permitted to transfer the booking to another date without financial penalty, provided the mansion has an available date and the Rich Events approves the change. Belmont Mansion nor Rich Events will not provide a refund if the Micro Wedding Ceremony has to be cancelled (by the client or by the mansion) due to winter weather conditions or other acts of nature or other similar situations outside of the mansion's control. The mansion will not refund due to COVID-19 or any similar situation, but we will reschedule to a different available date. **Once funds are paid to the mansion they are nonrefundable if the client cancels or if the mansion cancels due to weather, health crisis or other similar conditions.** The only situation for which a refund would be issued to the client would be if Belmont Mansion cancels a booking due to extremely unusual museum-related or campus-related activities not known about at the time of a booking.

Optional Upgrades

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

Decorative Certificate: \$25.00

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

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.

Package of Services

Micro Wedding Ceremony: \$2,000.00 *(Base fee before any upgrades)*

Included in this package are the following provisions and restrictions:

1. 90-minutes at Belmont Mansion during non-tour hours, based on availability. No separate rehearsal time is included.
2. Removal of furniture items in the center of the Grand Salon and Bay Window.
3. Rich Events to provide officiant and supervise ceremony
4. Rich Events to provide day-of-wedding coordinator
5. Seating for up to 30 guests, plus small standing wedding party and vendors.
6. No reception food, beverage or alcohol at the mansion.
7. Photography provided by Elopements of Nashville
8. Any of several optional upgrades to enhance the booking.
9. One planning meeting for the couple with Rev. Brandon Rich which must be scheduled.

To be completed by the client and verified by Rich Events/Belmont Mansion:

Total amount of mansion fees due is \$1,000.00 + upgrades which is required with the contract. Any unpaid fees are due 24 hours before the ceremony with cash, credit or debit card.

_____ Planned number of Seated Guests (No more than 30 permitted)

_____ Planned number of adult attendants (Limit is 3 on each side for a total of 6)

_____ Planned number of flower girls/ring bearers (Subject to limitation)

Wedding Date: _____ Booking Start Time*: _____

This is the time that your access to Belmont Mansion begins, when bridal party and guests may enter. Your ceremony will begin approximately 30 minutes after entrance. **Standard Booking Start Time for the Micro Wedding Ceremony is 5:00 PM. Clients may be offered a different Booking Start Time due to mansion activities or other events already booked on the preferred date, but 5:00 PM is the typical time. If the mansion is closed for a major holiday or some other reason, Rich Events has the option to offer an earlier Booking Start Time and corresponding ceremony start time, but only if the mansion has available event staffing and only if Rich Events chooses to make the exception. Please advise your guests that they are not allowed to enter the mansion until your booking start time. The client must complete and return all pages of this contract with signature in order to secure a booking. Upon submission of this contract, Rich Events will issue an invoice to collect the nonrefundable deposit. The provisions of this contract are applicable through December 31, 2022.*

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 of Signature _____

For Vendor & Marriage License Information
please visit BelmontMansionEvents.com or RichEvents.org