

___ 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.

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.)*

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 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. The Marriage License must be issued from the state where the wedding ceremony takes place. For information about a Tennessee Marriage License, please visit Nashville.gov. 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