



Wedding Officiants & Event Management

Skinner Chapel Just Married Elopement Contract - \$500.00 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 | Fax: 615.346.0157 | Web: www.RichEvents.org/skinner-chapel | Email: brandon@richevents.org

Ceremony Date: _____ Arrival Time: _____ (All bookings on the hour or half hour. Subject to availability.)

Please complete the information below about the couple eloping.

Please select ___ Bride or ___ Groom

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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

Address: _____

Address: _____

City: _____ ST: _____ Zip Code: _____

City: _____ ST: _____ Zip Code: _____

Please indicate your choices below with a check mark.

Preferred ceremony type: ___ Wedding ___ Renewal of Vows

Note: Couple is responsible to bring a valid Tennessee marriage license for weddings. Marriage Licenses from other states are not legal in TN. Visit NashvilleClerk.com for details on obtaining your Tennessee Marriage License. Visit RichEvents.org to see answers to other frequently asked questions.

Preferred ceremony content: ___ Christian ___ Non-religious

Exchanging wedding rings: ___ Yes ___ No

Planned number of seated guests: _____ (Limit is 4 guests, including adults and children. All guests must be seated. 4 chairs provided.)

Upgrade Options: ___ Decorative Floral \$50. Three artificial floral arrangements including one on the altar and two smaller arrangements at the side window.

___ Candelabras \$50. Two candelabras total, two on each side of the altar table. Electric candles provided.

___ Decorative Certificate \$25. Customized decorate certificate of marriage or renewal. Check with Rev. Rich for details.

___ 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 can wear his black ministerial robe and white stole. This must be selected at least 24 hours before ceremony.

Terms and Conditions of the Rich Events Skinner Chapel Just Married Elopement

- 1. The combined package is \$500.00 + any upgrades and 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 \$225.00 venue portion of the package + any upgrades. Elopements of Nashville will then issue the other invoice to pay the \$275.00 photography portion of the package + any upgrades. The total time is up to 15 minutes and the total number of seated guests is 4 in addition to the couple, for a total of 6. The ceremony will be inside the chapel in front of the altar. This is a simple, intimate elopement, so there is no music, no processional, and there are no venue previews or planning meetings, but calls, texts and emails to Rev. Rich are welcomed.
2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich. Just Married Elopements are not allowed music. Clients are not permitted to bring their own officiant, professional photographer, videographer or their own decorations.
3. The couple and any guests must arrive together, dressed and ready for the ceremony. No separate entrances. The couple and guests are not permitted to change into or out of their wedding attire at Scarritt Bennett Center. Couples who bring a child 6 years old or younger must bring another adult (other than the couple) to supervise the child during the ceremony and photography. Alcohol, reception food/beverages and tobacco are not allowed. The couple and guests will need to leave immediately at the end of booking. No one is permitted to stay at Scarritt Bennett Center beyond the 15 minutes of the booking. Total time allowed is up to 15 minutes from entrance to exit, with the ceremony taking approximately 5 minutes. If the couple has personally-written vows, the ceremony and/or time for photos may be abbreviated.
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. 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 365 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. No refunds are ever provided. It is crucial that arrival and departure is in accordance with the approved booking.
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 Scarritt Bennett Center after the approved package time concludes: no exceptions. Ceremony photos and staged photos for this package are only taken inside the chapel. Outdoor photos are only taken with the larger packages, starting with the Getaway Elopement. Due to time constraints and to insure the best environment for the ceremony and staged photos, guests may not take photos until the photographers are done. 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 until the photographers finish all staged photos toward the end of the booking.
6. Rich Events manages elopements at Skinner Chapel and will enforce all Rich Events/Scarritt Bennett Center rules and regulations. Violation of contract guidelines may result in cancellation of the booking without refund. Signature indicates acceptance of all terms and conditions of this contract. The provisions of this contract are applicable through December 31, 2022. 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.

Client Signature _____ (Bride, Groom of other responsible party)

Date _____