



## Belmont Mansion Studio Elopement Contract

GPS Location: [17<sup>th</sup> Ave. S. & Acklen Ave. Nashville, TN 37212](#) | Set GPS search to "[Belmont Mansion Visitor Parking](#)" in Google Maps.  
Phone: 615.305.2021 · Email: [brandon.rich@belmont.edu](mailto:brandon.rich@belmont.edu) · Web: [www.BelmontMansionEvents.com](http://www.BelmontMansionEvents.com)  
Rev. Brandon Rich, Owner, Rich Events – Mr. Brickey Nuchols, Director of Operations, 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: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

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

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

### Overview of the Belmont Mansion Studio Elopement

This elopement option is for the couple that has need to be legally married simply, quickly, privately, and inexpensively. This option is ideal for a couple planning an overseas destination wedding who wants to be legally married in Tennessee. It is also ideal for a couple who plans a large public wedding, but does not have a properly ordained officiant. It is also ideal for a couple that may have a business, insurance or other legal need to be legally married quickly without the expense and effort of a large wedding or even a large elopement package. This is a simple, private and quick legal ceremony officiated by Rev. Brandon Rich of Rich Events in his studio office at Belmont Mansion in Nashville, Tennessee. When booked during museum tours, these ceremonies take place in Rev. Rich’s studio office. When booked outside of museum tour hours, this ceremony may take place in front of the staircase in the Grand Salon of the mansion. The Studio Elopement is ***not*** an occasion to write personal vows, to dress up, bring guests or to take pictures. Rev. Rich may be in casual attire, especially with minimal notice from the couple. This is a simple, private elopement.

\_\_\_\_\_ **Initial Here.**

**Optional Upgrades** – Mark with a check if you want to select an upgrade. *Note: if booked with minimal notice, certificate upgrades not available.*

\_\_\_ Decorative Certificate of Marriage \$25. Do not select this upgrade if you obtain your Tennessee marriage license from Davidson County or Shelby County as those clerks provide a decorative certificate.

\_\_\_ Commemorative Wedding Vows Certificate \$25. Our standard vows from the ceremony printed on certificate paper suitable for framing.

### 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.)*

### Terms and Conditions of the Belmont Mansion Studio Elopement

1. The fee is \$100.00 and must be paid in full before the ceremony and is **nonrefundable**. Once Rev. Rich has approved the date and time, the client will be issued an invoice to pay the fee with credit card or debit card online. No check payments will be accepted. Bookings are in accordance with Rev. Rich’s availability .

\_\_\_\_\_ **Initial Here.**

2. Studio Elopements are booked by reservation only. Absolutely no walk-ins can be accepted due to scheduling issues with Belmont Mansion and Rev. Rich. All bookings are processed, and payment accepted exclusively by Rich Events. Bookings will not be reserved until this form is received, reviewed and approved by Rich Events after determining availability of both staff and venue, and after full payment is collected.

\_\_\_\_\_ **Initial Here.**

3. This is a simple, private, legal ceremony inside at Belmont Mansion with officiant signature on the Tennessee Marriage License. This is not a public ceremony. **Absolutely no witnesses or guests are permitted inside the mansion or outside on campus.** This package is intended for couples whose only need is to be legally married in the simplest, quickest manner possible. Couples who want more time or guests or other options should contact Rev. Brandon Rich to book one of the larger elopement packages. If booked during daytime hours, museum activities will be in progress and museum staff may be present nearby during the ceremony, which would be in Rev. Rich's office. Evening ceremonies may be in front of the staircase inside the mansion.

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4. The couple must have their valid Tennessee Marriage License in hand upon arrival. Marriage licenses obtained outside Tennessee are not acceptable. Renewals of vows or commitment ceremonies are not permitted in this package. This package is for legal wedding ceremonies only using a valid Tennessee Marriage License. A Marriage License may be obtained in any county in Tennessee. For details on the Davidson County Clerk in Nashville, visit [Nashville.gov](http://Nashville.gov). Couples who fail to bring their Tennessee Marriage License paperwork, including all pages, will forfeit their booking with no refund.

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5. **Professional photography (paid or unpaid) is not permitted in this package. You may not have professional pictures inside the mansion or outside on campus. If a professional photographer shows up, he or she will not be permitted to enter the mansion or remain on the Belmont campus, and the ceremony will be cancelled with no refund.** Rev. Rich can take some personal photos for the couple after the ceremony with the couple's camera or smartphone. Couples desiring extensive pictures should book one of our larger elopement packages which are featured online at [BelmontMansionEvents.com](http://BelmontMansionEvents.com).

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6. All elopements at Belmont Mansion are managed by Rich Events. Belmont Mansion has museum tours, and Rich Events often books multiple ceremonies at other venues every day, therefore couples may not arrive prior to the approved/scheduled arrival time. Anyone arriving early may be prohibited from entering the venue. Ceremonies will not be delayed or extended due to late arrivals. It is the couple's responsibility to ensure that they arrive and depart in accordance with their scheduled booking. Bookings begin and end in accordance with the approved reservation time. The booking does not begin when you arrive; it begins at the approved arrival time and ends after 10 minutes. **You risk forfeiting the booking if you do not arrive in a timely manner.** Note: Rich Events reserves the right to postpone a booking due to winter or other weather conditions that would make it impossible or unsafe to proceed. No refunds are ever provided. Keep this in mind if scheduling in winter. Clients may reschedule a booked Studio Elopement with 24 hour's notice, to another date no more than 30 days later than the original booking, provided Rev. Rich has an available date and time and approves the change. All payments are nonrefundable.

\_\_\_\_\_ **Initial Here.**

7. Signature indicates acceptance of terms and conditions of the Studio Elopement Package. This reservation form is valid through 12/31/2023.

\_\_\_\_\_ **Initial Here.**

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

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