



**Just Married Elopement Contract - \$500.00 Package**

GPS Location: 17<sup>th</sup> Ave. S. & Acklen Ave. Nashville, TN 37212

Phone: 615.305.2021 · Email: [brandon.rich@belmont.edu](mailto:brandon.rich@belmont.edu) · Rev. Brandon Rich, Director of Weddings & Rentals  
[www.BelmontMansionEvents.com](http://www.BelmontMansionEvents.com) or [www.RichEvents.org](http://www.RichEvents.org).

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. A Marriage License obtained outside Tennessee is not acceptable.*

Preferred ceremony content: \_\_\_ Christian \_\_\_ Non-religious *Belmont Mansion is decorated for Christmas from mid-November through early January. No Christmas décor will be removed or altered. The mansion has ongoing restoration projects which may alter the appearance of the venue.*

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

Planned number of seated guests: \_\_\_\_\_ **Limit is 4 guests in addition to the couple eloping. All guests must be seated. 4 chairs provided.**

**Upgrades:**

- \_\_\_ Decorative Floral \$50. Three artificial floral arrangements: one in the bay window and two at the base of the staircase.
- \_\_\_ Candelabras \$50. Four candelabras total, two on each side of the bay window. Electric candles provided.
- \_\_\_ 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 available for Davidson County Clerk paperwork.
- \_\_\_ Robe & Stole \$25. Rev. Rich wears ministerial robe and 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.

**We encourage you to contact us prior to booking with any questions about the upgrades or any other aspect of the booking.**

## Terms and Conditions of the Rich Events Just Married Elopement at Belmont Mansion

1. The Just Married Elopement is a combined package with separate fees from Rich Events for the venue package and Elopements of Nashville for the corresponding photography package, both totaling \$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 combination package + any upgrades. Elopements of Nashville will also issue the other invoice to pay the \$275.00 photography portion of the combination 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 mansion by the bay window. 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. All photos are taken inside the mansion. No outdoor photos.
2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich. Couples may bring brief personally written vows which can be incorporated into the standard Christian or nonreligious ceremony, otherwise standard vows will be provided. Clients are not permitted to bring their own officiant, coordinator, photographer, videographer, musicians (no vendors other than Rich Events/Elopements of Nashville) or decorations.
3. The couple and any guests must arrive together, dressed and ready for the ceremony. No separate entrances for the couple eloping, and no first-look photographs. This means that bride and groom may not arrive separately. The couple and guests are not permitted to change into or out of their wedding attire at Belmont. 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 Belmont 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, they should be brief. Please note: the ceremony and/or time for photos may be abbreviated due to personal vows.
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 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. No refunds are ever provided. 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 Belmont after the approved package time concludes: no exceptions. Ceremony and all photos for this package are only taken inside the mansion. Outdoor photos are only taken with the larger packages, starting with the Getaway Elopement. Due to time constraints and to ensure 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. 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 Belmont Mansion and will enforce all Rich Events and Belmont Mansion/Belmont University campus 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, 2023. Upon acceptance of this contract, Rich Events at Belmont Mansion 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 of other responsible party)

\_\_\_\_\_  
Date