



Wedding Officiants & Event Management

CityScape Studio Engagement Reservation Request Form

Rich Events Office Address: Belmont Mansion, Suite 101 · 1900 Belmont Boulevard · Nashville, TN 37212

Business Cell 615.305.2021 · Fax: 615.346.0157

Rev. Brandon Rich, Owner/Director of Weddings & Rentals

Email: brandon@richevents.org Web: www.RichEvents.org

Booking Information

Requested Engagement Date: _____ | Requested Time: _____ until _____

The rate is \$150.00 per hour with a one-hour minimum. Any time beyond one hour is booked and billed in increments of 30 minutes.

A PayPal invoice will be emailed to you which enables you to pay your fee online with a major credit card or debit card. Full payment is required to complete reservation and is nonrefundable.

Please complete the information below about the couple getting engaged. Please note that we will only communicate with the client who books the package so as not to ruin the surprise. The booking client needs to fill out the left section below.

Please select ___Bride or ___Groom ___ Booking Client

Please select ___Bride or ___Groom

Name: _____

Name: _____

Email: _____

Email: _____

Cell Phone: _____

Cell Phone: _____

Address: _____

Address: _____

CityScape Studio Elopement Guidelines

1. Professional photography/videography is restricted to Dak Alley Productions 615.600.2387 DakAlley@yahoo.com www.DakAlley.com and Nashville Wedding Collection 615.448.8408 Michael@NashvilleWeddingCollection.com. The cost of photos are separate from Rich Events fees and are paid directly to the photography/video company.

2. Venue fees, once paid are nonrefundable. Payment must be made in full to complete booking reservation. Rich Events will issue an online PayPal invoice upon receipt of this completed form. Fees are nonrefundable. The couple must arrive promptly at the scheduled time or risk forfeiting their booking without the option of rescheduling. The couple may reschedule with 48 hours or more notice.

3. Rev. Rich will book and coordinate the event personally. Rev. Rich can provide recorded music upon request. Additional fees may apply depending upon the nature of the request.

4. All bookings have to be scheduled on the Rich Events calendar as well as on the venue calendar, so your event will not be considered booked until this form is received, reviewed and approved by Rev. Rich. This form may be submitted by fax, mail, or email.

5. CityScape Studio is a private venue and is not available for previews or meetings. Details about the venue including additional photography samples and the location/address of the venue will only be divulged upon booking. No more than two adult witnesses are allowed. If a child under the age of 6 is present, there must be another adult present (other than bride, groom, photographer and Rev. Rich) to supervise him or her.

6. Due to the intimate and private nature of the venue, no decorations, music or food are allowed. Please present any question or requests to Rev. Rich at the time of booking.

Client Signature

Date

Director of Weddings & Rentals Signature

Date

(Bride, Groom or other responsible party)

For Rich Events Use Only:

___ Approved as requested

___ Approved with modification _____

___ Not approved _____

Please note that provisions in this package are subject to change without notice.