



## CityScape Studio Elopement 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](mailto:brandon@richevents.org) Web: [www.RichEvents.org](http://www.RichEvents.org)

### Ceremony and Booking Information

Requested Ceremony Date: \_\_\_\_\_ | Requested Time: \_\_\_\_\_ | Ceremony Content: \_\_\_ Christian or \_\_\_ Non-religious  
Couple's Preferred Ceremony Type: \_\_\_ Legal Wedding \_\_\_ Renewal of Vows. Exchanging Wedding Rings: \_\_\_ Yes \_\_\_ No \_\_\_ Other \_\_\_\_\_

*A PayPal invoice will be emailed to you which enables you to pay your fee online with a major credit card or debit card. You must arrive dressed for the ceremony.*

Please select one: \_\_\_\_\_ **CityScape** Weekday Elopement: \$300.00\*

\_\_\_\_\_ **CityScape** Weekend Elopement: \$400.00

Request for additional time: \_\_\_ No \_\_\_ Yes, in the amount of \_\_\_\_\_ minutes (\$50 per 30 minute block/\$100 per hour. Subject to availability.)

*Note: Weekday elopements are scheduled Monday-Thursday. Weekend elopements are scheduled Friday-Sunday. \*Any Weekday Elopement that falls on a major or otherwise popular holiday such as Halloween, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Valentine's Day, St. Patrick's Day, Independence Day, Memorial Day or other similar days will be charged at a rate of \$400.00.*

### Please complete the information below about the couple eloping.

Please select \_\_\_ Bride or \_\_\_ Groom

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 615.506.5739 [DakAlley@yahoo.com](mailto:DakAlley@yahoo.com) [www.DakAlley.com](http://www.DakAlley.com) and [Nashville Wedding Collection](http://NashvilleWeddingCollection.com) 615-800-7757 [info@NashvilleWeddingCollection.com](mailto:info@NashvilleWeddingCollection.com). The cost of photos are separate from Rich Events fees and are paid directly to the photography/video company.

2. Elopement 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 and any approved guests 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 officiate the elopement ceremony personally and provide the couple with a standard Christian or non-religious wedding ceremony. Customization of the vows is only possible with sufficient notice. Rev. Rich will return the signed marriage license to the county clerk.

4. All elopements have to be scheduled on the Rich Events calendar as well as on the venue calendar, so your ceremony 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 reception/food are allowed. The bride should not wear a formal bridal gown with veil or train. Couples must arrive together, dressed with marriage license, rings and up to two adult guests promptly at the approved time. Couples will be allowed a maximum of 30 minutes for the ceremony and photos, unless additional time is purchased.

\_\_\_\_\_  
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.