

Off-Property Elopement Reservation Request Form

Belmont Mansion, Suite 101 · 1900 Belmont Boulevard · Nashville, TN 37212
Business Cell 615.305.2021 | Fax: 615.346.0157 | Email: brandon@richevents.org | Web: www.RichEvents.org
Rev. Brandon Rich, Owner/Director of Weddings & Rentals

Ceremony & Contact Information

Requested Ceremony Date: _____ | Requested Time: _____
Requested Ceremony Venue/Location & Address: _____

*This form is for elopements held at locations that are **not** operated by Rich Events. Elopement packages for Belmont Mansion, Skinner Chapel and CityScape Studio have their own packages and booking procedures.*

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: _____
City: _____ State ___ Zip _____	City: _____ State ___ Zip _____

Please indicate your choices below with a check mark.

Couple's Preferred Ceremony Type: ___ Wedding ___ Renewal of Vows
Couple's Preferred Ceremony Content: ___ Christian ___ Non-religious
Wedding Rings: ___ Yes ___ No If something other than rings, please explain _____

Elopement Official Guidelines

1. Rev. Brandon Rich and/or his associates agree to provide service at the agreed upon date, time and location and for specified fees. If fees are prepaid and the couple cancels, does not show up on time or attempts to alter the agreed upon terms, the booking will be forfeited with no refund.
2. Standard fee levels are \$200.00 and \$300.00. The fee assessed is determined by a number of factors including location, time, day/date, notice provided, requested customization of ceremony, required attire, level and amount of communication and/or meetings with couple prior to the elopement and simplicity or complexity of the elopement itself. Rev. Rich will evaluate the information provided on this form and indicate the required fee at the bottom under his signature. Elopements requested at peak times, in the middle of the night, or that carry other special circumstances may be charged more than \$300 plus expenses, at Rev. Rich's discretion. Fees are due in cash upon officiant's arrival at the elopement venue unless Rich Events has directed you to pay with credit/debit card. The ceremony will not proceed nor will marriage license be signed until payment is completed.
3. Rev. Rich or his associate will officiate the elopement ceremony and provide the couple with a standard Christian or non-religious wedding ceremony. Customization of the vows is only possible with sufficient notice, otherwise a standard ceremony will be provided. Rev. Rich will return the signed and witnessed marriage license to the county clerk of record. The couple is required to provide an addressed & stamped envelope for the license. Pre-ceremony meetings are not typically provided for elopements without additional fees or special arrangements as described in section #2.
4. All elopements are scheduled on the Rich Events calendar, so your ceremony will not be considered booked until this form is received, reviewed and approved by Rev. Rich. If approved, the client will be notified by email or by phone. This form may be submitted by fax, mail, email or it may be submitted in person with a scheduled appointment. Please note that any meetings prior to the elopement will affect the fee charged.
5. Rev. Rich and associates reserve the right to refuse to officiate without refund if the location, time or date are changed by the couple without prior consent or if the couple has chosen a location that is unsuitable, inappropriate, unsafe or would endanger the safety or reputation of Rich Events and its associates, or if the couple has misrepresented significant aspects of the booking. The decision of the officiant (Rev. Rich or associate) is final.
6. Once your request is evaluated and approved with assigned fee, the signed form will be emailed or faxed to you. If you do not want to accept the booking approval, you must contact Rev. Rich in writing by email, fax or text message to cancel.

Client Signature	Date	Rich Events Signature	Date
<i>(Bride, Groom or other responsible party)</i>			
For Rich Events Use Only:			
___ Approved with \$200.00 fee ___ Approved with \$300.00 fee ___ Approved with \$ _____ peak/overnight fee			
___ Rev. Rich as officiant ___ _____ as officiant			

Rich Events

Wedding Officiants & Event Management

Recommended Vendors and Key Information for Elopements

Mailing Address: 1900 Belmont Boulevard · Nashville, TN 37212 | GPS Address: 1700 Acklen Avenue · Nashville, TN 37212
Business Cell Phone: 615.305.2021 · Fax: 615.346.0157 Email: Brandon@RichEvents.org Web: www.RichEvents.org
Rev. Brandon Rich, Owner/Director of Weddings & Rentals

Photography

Dak Alley Productions
615.506.5739
DakAlley@yahoo.com
www.DakAlley.com

Ace Photography
Arline Beets
615.851.2774
AcePhoto@comcast.net
www.acephotographs.com

Transportation Services

Sedan on Demand
Sedan & Limo
509 5th Avenue South
Nashville, TN 37203
615.254.4600
tom@sedanondemand.com
www.sedanondemand.com

Tourism Information

Nashville Convention & Visitor's Bureau
800.657.6910 | 615.259.4730
One Nashville Place
150 4th Avenue North, Suite G-250
Nashville, TN 37219
NashCVB@VisitMusicCity.com
www.visitmusiccity.com/visitors/

Nashville Wedding Collection
Michael & Michelle Blair, Brittny & Anthony Swank
615.800.7757
info@NashvilleWeddingCollection.com
www.NashvilleWeddingCollection.com/nashville-elopements/

Floral

The Enchanted Florist
Caprice Palmer, Florist
Appointment Only
Nashville, TN
615-859-9002 • 800-297-1617
flwrgirlcaprice@aol.com
www.EnchantedFloristTN.com

Daron Frazier Flowers
615.504.5365
DaronFrazier@aol.com
facebook.com/daron.fraziercf

Publix Supermarket (Self-Service Floral)
4324 Harding Pike | Hill Center at Belle Meade
Nashville, TN 37205
615.279.2038

Recommended Hotel Accommodations

Union Station Hotel (Downtown)
1001 Broadway
Nashville, TN 37203
615.726.1001
UnionStationHotelNashville.com

Hampton Inn (Vanderbilt)
1919 West End Avenue
Nashville, TN 37203
615.329.1194
hamptoninnnashville.com

Gaylord Opryland Resort (Airport Area)
2800 Opryland Drive
Nashville, TN 37214
615.871.6848
www.gaylordhotels.com/opryland

Comfort Inn (Downtown/Music Row)
1501 Demonbreun Street
Nashville, TN 37203
615.255.9977
www.ComfortInn.com

The Hermitage Hotel (Downtown)
Tennessee's only 5 Star Hotel
231 6th Avenue North
Nashville, TN 37219
615.244.3121
www.TheHermitageHotel.com

Hotel Preston (Airport Area)
733 Briley Parkway
Nashville, TN 37217
615.361.5900
www.HotelPreston.com

Marriage License Information

Couples getting married in Tennessee must have a marriage license obtained in a Tennessee county within 30 days of the wedding. Couples must have their marriage license in hand before their ceremony. Be sure to check with the clerk's office that you plan to visit to be sure that they are not scheduled to be closed for a holiday or for some other reason. You can obtain the license in any of Tennessee's 95 counties but the following two county clerks offices are the ones that most frequently serve couples in the Nashville, TN area. Please check with your local county clerk if your elopement will take place in a state other than Tennessee.

Davidson County Clerk
700 2nd Avenue South, Suite 101
Nashville, TN 37210
615.862.6050
Monday through Friday, 8AM to 4:30 PM
nashvilleclerk.com/living/marriage-license/

Cheatham County Clerk
264 South Main Street, Suite 108
Ashland City, TN 37015
615.792.5179
Monday through Friday, 7:30 AM to 4:00 PM; Saturday 8:00 AM to 12:00 Noon
www.cheathamcountyttn.gov/government/county_clerk/