



Wedding Officiants & Event Management

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 Officiant 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 altar 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.
3. Rev. Rich or his associate will officiate the elopement ceremony and provide the couple with a standard Christian or non-religious wedding ceremony.
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.
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...
6. Once your request is evaluated and approved with assigned fee, the signed form will be emailed or faxed to you.

Client Signature

Date

Rich Events Signature

Date

(Bride, Groom or other responsible party)

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



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
615.600.2387
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/

Michael & Michelle Blair (formerly B&B Portraits)
615.448.8407

michael@NashvilleWeddingCollection.com
www.NashvilleWeddingCollection.com/nashville-elopements/

Floral

Daron Frazier Flowers
615-917-8383
daron@daronfrazierdesigns.com
DaronFrazierDesigns.com

Publix Supermarket (Self-Service Floral)
4324 Harking Pike
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/