

  
Wedding Officiants & Event Management

**Skinner Chapel Friends and Family Elopement Wedding Contract**

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

Mailing Address: Belmont Mansion, Suite 101 | 1900 Belmont Boulevard | Nashville, TN 37212

GPS Location: Scarritt Bennett Center | 1031 18<sup>th</sup> Avenue South | Nashville, TN 37212

Phone: 615.305.2021 | Fax: 615.346.0157

Email: [brandon@richevents.org](mailto:brandon@richevents.org) | Web: [www.RichEvents.org](http://www.RichEvents.org)

**Availability**

The Skinner Chapel Friends & Family Elopement may be available during times when the chapel is not booked for traditional weddings or other events. Rich Events reserves the right to restrict availability of any date in the year based on changes in market demand and the needs of the museum. The Skinner Chapel Friends & Family Elopement will be booked no more than two months in advance and with a minimum of 3 days notice, subject to availability. In order to accept a booking, Rich Events must have an officiant available and Skinner Chapel must be available.

**Package Overview**

The Skinner Chapel Friends and Family Elopement is a unique option for weddings and vow renewals that is less than a traditional wedding but more than our Getaway Elopement and much more than a courthouse elopement. This option is designed to be an affordable yet elegant way to get married or renew wedding vows with an intimate group of your closest friends and family with a wedding package that provides most of the basic needs at a wedding ceremony including the venue, parking, chairs, officiant, day-of-ceremony coordinator, recorded music and in-house and options for other vendors not included in the package price including photography, musicians, flowers, and transportation.

**Rental Spaces**

**Skinner Chapel**

The space available for Friends and Family Elopement Weddings is Skinner Chapel located in Fondren Hall at Scarritt Bennett Center. All ceremonies are conducted inside the chapel.

**Outdoor Space**

Limited photos may be taken outside in certain prescribed areas of the Scarritt Bennett Campus in the large lawn to the North of Fondren Hall, East of Bennett Hall and South of Gray Dining Hall. Photos may not be taken inside or in any exterior spaces to the South, West or North of Wightman Chapel. Rich Events personnel will supervise all photography on the Scarritt Bennett Center campus and enforce all regulations.

### **Event Personnel**

Each Friends and Family Elopement Wedding is booked, planned and officiated by Rev. Brandon Rich of Rich Events, unless he assigns supervision and officiating to an associate minister. The couple is provided wedding ceremony samples, music list and other planning tools upon booking. Rich Events will provide an assistant to act as event coordinator who will also be present to assist Rev. Rich or his associate with day-of-wedding coordination and ceremony direction. Due to the nature of this unique package and limitations of time and flow of the venue, outside officiants and outside wedding coordinators are not permitted. Outside coordinators may assist the couple, but Rev. Rich (or his associate) and his assistant will run the event. Further, the timeline of the wedding or renewal will be planned and executed by Rich Events.

### **Photography**

Due to the brief nature of elopement ceremonies, photography must be planned and executed carefully. All professional photography for elopements is restricted to our primary photographers, Dak Alley Productions, Nashville Wedding Collection and Ace Photography. No other professional photography is permitted. Clients must contract with Dak Alley Productions, Nashville Wedding Collection, or Ace Photography directly before the wedding to make arrangements for a photo package of service. Rich Events accepts no liability regarding photography services provided by these photographers. The fees for photography services are paid directly to the photography company by the client. See last page for photographer contact information. Photos may be taken inside Skinner Chapel and outside in certain prescribed areas of the Scarritt Bennett Campus in the large lawn to the North of Fondren Hall, East of Bennett Hall and South of Gray Dining Hall. Photos may not be taken inside Wightman Chapel or in any exterior spaces to the South, West or North of Wightman Chapel. The only interior space for photos is inside Skinner Chapel. Rich Events personnel will supervise all photography on the Scarritt Bennett Center campus and enforce all venue regulations.

### **Amenities**

Skinner Chapel has 20 chairs which is the maximum capacity for guests. There is also an altar table that can be used to display floral arrangements, sand ceremony or unity candle ceremony. Please note that dressing rooms are NOT provided for ceremonies at Skinner Chapel. All members of the wedding party must arrive dressed.

### **Rental Time**

Skinner Chapel Friends and Family Elopements are allotted a rental time of one (1) hour. All wedding party arrival, setup, arrival of and mingling with guests, photos and the ceremony itself must take place within this 60 minutes. Your time begins and ends in accordance with your contract. Bookings/ceremonies will not be delayed or extended beyond the approved time of a contract due to late arrivals on the part of wedding party, guests or vendors. The booking time begins at the approved time in this contract and ends one hour later. The booking begins at the approved time, regardless of the punctuality of the wedding party or guests. Booking times are strictly enforced due to conferences and the presence of multiple bookings of weddings, rehearsals and other events at Scarritt Bennett Center as well as the other calendar commitments for Rich Events and other contracted vendors. We ask that your wedding party and guests be on time, neither early nor late.

### **Recorded Music**

Rich Events will provide a Bose SoundDock with over 500 wedding-related songs downloaded from iTunes. All equipment is owned by Rich Events and is operated by Rev. Rich's staff only. Clients may not operate this equipment nor may they dock their own iPod, iPad or iPhone to it. Rev. Rich's staff will not operate any equipment provided by the client. The clients will be provided a comprehensive list of songs and upgrade details upon booking. If clients require songs that are not on the Rich Events list, they may be provided if available through iTunes (with the extra cost paid by the client).

### **Live Music**

Clients may hire live musicians for their Skinner Chapel Friends & Family Elopement ceremonies with certain limitations. Skinner Chapel has no sound system and no instruments. Due to the small size of the chapel, musicians must set up in the vestibule just outside the chapel's interior entrance. Preferred options include guitar, violin, viola, cello or harp. Due to the limits of space, no more than two instruments may be used. Portable keyboards or other large instruments requiring significant space or lengthy setup and loud wind instruments such as trumpets and bagpipes are not permitted.

### **Steadfast Rules and Reminders**

1. All campus rules of the Scarritt Bennett Center must be followed at all time.
2. NO ALCOHOL is allowed on the Scarritt Bennett Center campus or in Skinner Chapel. Guests with alcohol or intoxicated guests will be required to leave campus immediately.
3. Smoking is strictly prohibited in all campus buildings.
4. Rich Events may refuse unsafe candles or other unsafe décor. Candles are not provided by Rich Events or Scarritt Bennett Center. Sand ceremony paraphernalia is not provided either.
5. Only bubbles, bells, or streamer wands may be used outside for the couple's exit. Sparklers, fireworks, sky lanterns and burning candles or torches are prohibited.
6. The chairs and altar table cannot be moved and will remain in their respective places.
7. Children must have adult supervision at all times while on the Scarritt Bennett campus. Unruly guests, including unruly and unsupervised children, will be required to leave. The Rich Events officiant-in-charge or coordinator may call upon campus security as needed. If the couple brings a child 6 years old or younger, they must have an adult (other than themselves) to supervise the child during the ceremony and photos.
8. Rich Events has no control over other events on the campus, outside Skinner Chapel.
9. No tape, nails, staples, tacks or anything similar may be used to affix decorations to surfaces.
10. No signs, banners, drapes, small structures or anything requiring a ladder are allowed.
11. Floral arrangements or other decorations may be prohibited if they pose a safety hazard. Please consult with Rich Events for clarification. Rich Events staff has final authority in this and all such matters.
12. Rich Events reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
13. Floral and other decorations should be kept to a minimum due to time constraints. Rich Events reserves the right to refuse any decoration or item(s) that requires a lengthy setup and tear down or pose a safety risk to the chapel, its staff, guests or the campus.
14. Due to time constraints and limitations of space, music should be limited to a guitarist, violinist or similar small/portable instrument or personal recorded music. Rich

Events reserves the right to refuse any musical options that require too much space or a lengthy setup and tear down such as but not limited to electronic keyboards, professional DJs, musical ensembles, etc.

15. A surcharge may be assessed upon booking for a wedding on a holiday or holiday weekend.
16. Pets and other animals are prohibited except for service animals.
17. Any delivery, setup and removal of items by wedding party, guests or vendors must happen within the contracted rental time. Delivery of flowers and arrival of live musicians should happen no earlier than 15 minutes prior to the beginning of the contract time.
18. Please note that Rich Events associates do not keep regular business hours and that Rich Events offices are not on the Scarritt Bennett Center campus. Any meetings or previews must be scheduled in advance. Drop-in visits are not permitted by clients, families or vendors.
19. **All members of the wedding party must arrive dressed. Dressing rooms are NOT provided.**
20. Skinner Chapel is a small space with limited capacity for seated guests, vendors and bridal party. Rich Events reserves the right to restrict the number of standing bridal party as well as vendors to insure that capacity is not exceeded. No more than 20 seated guests are permitted.
21. **Rich Events has final authority in all matters and may take action any required to protect the venue and its staff up to and including cancelling an event in progress and requiring all guests to leave.**

#### **Special Requests**

Any special requests that extend beyond provisions of this contract need to be presented to Rich Events for approval in advance of the event, preferably at the time of contact signing. All last-minute requests must be presented to the officiant for approval. Please note that Rich Events and its officiant-in-charge has the final authority in such matters.

#### **Number of Guests**

Friends & Family Elopement wedding ceremonies are allowed a total of twenty (20) seated guests plus standing wedding party and vendors. The standing wedding party is restricted to the couple getting married, the Rich Events officiant plus two attendants. Please note that Skinner Chapel is a very small space with a limited layout that cannot accommodate any extra guests or setup.

#### **Rental Fee and Payment**

To secure your date, Rich Events must receive this contract completed and signed (all pages) along with a minimum \$250.00 nonrefundable deposit. The deposit must be paid with credit card or debit card. The remaining balance of \$400.00 must be paid in full with cash, Visa, MasterCard, American Express or Discover no later than the day of the wedding, prior to the ceremony. The client is encouraged to pay the final balance prior to the wedding date so that time is not used for this purpose on the wedding day. Checks are not accepted for deposit or final payment. If the client is unable to pay any remaining fees, the ceremony will not be conducted, the marriage license will not be signed and the event will be cancelled at once and the deposit will not be refunded.

### **Cancellation and Change of Date**

All deposits and payments to Skinner Chapel for Friends and Family Elopements are nonrefundable. If you cancel your booking for any reason, no refund of paid fees will be issued. You may be permitted to transfer your booking to another date without financial penalty, provided Rich Events and Skinner Chapel have an available date and the Rich Events approves the change. You may be liable for additional fees if the terms of the Friends & Family package have changed by the time you request a rescheduled event. Skinner Chapel will not provide a refund if your Friends and Family Elopement has to be cancelled (by the client or by Rich Events) due to winter weather conditions or other acts of nature or other similar situations outside of Rich Events' control. **Once funds are paid to Rich Events they are nonrefundable if you cancel or if we have to cancel due to weather or other similar conditions.** The only situation for which a refund would be issued to the client would be if Rich Events cancels a booking for reasons other than weather or acts of nature.

### **Package of Services**

#### **Friends and Family Elopement Wedding Ceremony \$650.00**

Included in this package are the following provisions and restrictions:

1. One (1) hour rental of the Skinner, based on availability. No separate rehearsal time is included or allowed.
2. Rich Events to provide officiant who is in charge of the ceremony and booking
3. Rich Events to provide day-of-wedding coordinator to assist the officiant and bridal party
4. Seating for up to twenty (20) guests plus standing wedding party and vendors
5. The couple may choose between three Rich Events-approved photography companies.
6. Recorded music provided and run by Rich Events staff.

#### **To be completed by the client and verified by Rich Events:**

Event Date: \_\_\_\_\_ Booking Start Time\*: \_\_\_\_\_

*\*This is the time that your access to Skinner Chapel begins. This applies to wedding party, guests and any vendors. Your ceremony should begin approximately 15 minutes after this time. Please note that Rich Events must verify availability of the client's requested date and time. The wedding will not be considered booked without deposit, client signature and Rich Events signature on this contract. PLEASE ADVISE YOUR GUESTS THAT THEY ARE NOT ALLOWED TO ENTER THE CHAPEL UNTIL YOUR RESERVATION TIME. SHOULD THEY ARRIVE EARLIER, THEY WILL BE NOT BE ALLOWED INSIDE.*

Renting Skinner Chapel, an historic venue with rich Nashville history, is both an honor and privilege. While we want you to have a wonderful ceremony in this beautiful setting, we have some campus rules that you may not experience at other rental facilities. In addition to you (the renter/client), everyone involved and attending your event will be required to follow the rules and the directions of the Rich Events officiant-in-charge. Please give serious consideration to our rules and regulations and to your desires, needs, and guests before committing to this contract. The client and /or responsible party agree to all provisions of this contract as indicated by signature.

The client/renter will return this completed and signed contract, including all pages, by mail, scan/email or fax in order to secure a booking. Rich Events will review and sign the submitted contract and return a signed copy back to the client for their records.

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_  
(Bride, groom or other responsible party)

Signature of Rich Events Representative \_\_\_\_\_ Date \_\_\_\_\_

**Client Contact Information**

Please complete the information below about the couple getting married.

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

**If the responsible party signing this contact is not bride or groom, please provide his or her contact information below:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relationship to couple: \_\_\_\_\_

Address: \_\_\_\_\_

General Contract Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by Rich Events personnel only:**

Date Contract Received \_\_\_\_\_ by way of \_\_\_ Personal Delivery \_\_\_ Mail \_\_\_ Fax \_\_\_ Email

Deposit Received \_\_\_\_\_ by way of \_\_\_ Cash \_\_\_ Credit/Debit Card \_\_\_ PayPal Invoice

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contact information for Rich Events-approved elopement photographers:**

Dak Alley Productions  
Photos | Video | Aerial Drone  
Dak Alley, owner  
615.506.5739  
[DakAlley@yahoo.com](mailto:DakAlley@yahoo.com)  
[www.DakAlley.com](http://www.DakAlley.com)

Nashville Wedding Collection  
Photos | Video  
Michael & Michelle Blair, Anthony & Brittney Swank  
615.800.7757  
[info@NashvilleWeddingCollection.com](mailto:info@NashvilleWeddingCollection.com)  
[NashvilleWeddingCollection.com/nashville-elopements/](http://NashvilleWeddingCollection.com/nashville-elopements/)

Ace Photography  
Photos | Video |  
Arline Beets, owner  
615.851.2774  
[AcePhoto@comcast.net](mailto:AcePhoto@comcast.net)  
[AcePhotographs.com](http://AcePhotographs.com)