



Wedding Officials & Event Management

Skinner Chapel Getaway Elopement Reservation Form

Rich Events mailing address: Belmont Mansion, Suite 101 · 1900 Belmont Boulevard · Nashville, TN 37212

Skinner Chapel at Scarritt Bennett Center: 1031 18th Avenue South · Nashville, TN 37212 · Parking Lot A

Business Cell 615.305.2021 | Fax: 615.346.0157 | Web: www.RichEvents.org/skinner-chapel | Email: brandon@richevents.org

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

Requested Ceremony Date: _____ Preferred Arrival Time: _____ (subject to approval by Rich Events)

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: _____

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

Couple's preferred ceremony location: ___ Skinner Chapel (Interior) ___ Strothers Meeting House Steps (Exterior) -- See guideline #7 below for exterior option details

Wedding Rings: ___ Yes ___ No If something other than rings, please explain _____

Getaway Elopement Guidelines for Skinner Chapel at Scarritt Bennett Center

1. The fee is \$350.00 for non-peak times and \$500.00 for holidays and peak times and is to be paid in full upon booking and is nonrefundable. Once the date and time have been approved, the client will be issued a PayPal invoice to pay the fee with credit card or debit card online. Phone payments to Rich Events with credit or debit card are also possible. No cash or check payments will be accepted.

2. Rich Events will provide the couple with a standard Christian or non-religious wedding or renewal of vows ceremony including officiating services. Customization of the vows is only possible with sufficient notice and must be requested, otherwise a standard ceremony will be provided. **Getaway Elopements are not allowed the use of dressing rooms. Couples must arrive together and dressed for the ceremony. No changing rooms are provided nor extra time.**

3. Getaway Elopements at Skinner Chapel are booked by reservation only with a minimum of three (3) days notice, but no more two months (60) days in advance, subject to availability. Absolutely no walk-ins or last-minute bookings can be accepted due to scheduling issues with Scarritt Bennett Center and Rich Events. All Getaway bookings are processed and payment accepted exclusively by Rich Events. Bookings will not be completed until this form is received, reviewed and approved by Rich Events after determining availability of both staff and venue.

4. Due to venue and time limitations and the elopement-nature of the booking, ceremony music and floral or other decorations are not permitted, but bouquets, courages and boutonnières are fine. Additionally, due to the size of the chancel and altar space, the standing bridal party is limited to the Rich Events officiant, the couple getting married and two standing attendants.

5. Couples are allowed a brief ceremony and will be allowed to take photographs. The Getaway Elopement package allows for a maximum of 30 minutes total time. Please note that a Getaway Elopement is only considered a private rental of Skinner Chapel, not of any other areas of Scarritt Bennett Center, therefore events and other campus activities may continue before, during and after these ceremonies. Reception food or beverage is not allowed. Alcohol and tobacco are not allowed. The Getaway package is intended to be a simple elopement-style ceremony consisting of the Rich Events officiant, the couple and an optional approved photographer. No more than 6 witnesses are permitted. Couples who bring a child 6 years old or younger must bring another adult (other than the couple) to supervise the child during the ceremony and photography. Rich Events and Scarritt Bennett Center often book multiple ceremonies and other events per day, therefore couples and any approved guests/witnesses may not arrive prior to the approved/scheduled arrival time. Anyone arriving early may be prohibited from entering the chapel. Ceremonies will not be delayed or extended due to late arrivals. It is the couple's responsibility to insure that all parties arrive and depart in accordance with their scheduled booking. Bookings begin and end in accordance with the approved reservation times. Your booking does not begin when you arrive; it begins at the approved arrival time. You risk forfeiting the booking if you do not arrive in a timely manner. Note: Rich Events reserves the right to cancel a booking due to winter or other weather conditions that would make it impossible or unsafe to proceed. No refunds are ever provided. With 48 hours notice, bookings may be rescheduled. It is crucial that your arrival and departure is in accordance with your approved booking. Please do not arrive early and be sure that your witnesses do not arrive early.

6. The only exterior ceremony space available is at the steps of the Strothers Meeting House, the log structure between Fondron Hall and Parking Lot A. In the event of inclement weather or conflicting SBC campus activities, Rich Events may transfer the ceremony to Skinner Chapel. No seating is allowed for exterior ceremonies.

7. Professional photography/videography for the Getaway Elopement is restricted to [Dak Alley Productions](http://DakAlleyProductions.com) 615.506.5739 DakAlley@yahoo.com and [Nashville Wedding Collection](http://NashvilleWeddingCollection.com) 615.800.7757 info@nashvilleweddingcollection.com. No other professional photographers/videographers are allowed. The cost of photo/video is separate from the Rich Events fee and is set by each approved photo/video company. Contact each vendor for availability & cost information. Please note that outdoor photography on the campus of Scarritt Bennett Center is possible but restricted to specific areas of the campus due to the number of events and other weddings on the campus. The Rich Events officiant will supervise all photography and direct the vendors and couple to allowed outdoor staging areas of the Scarritt Bennett Campus.

8. Rich Events is in charge of elopements at Skinner Chapel and the officiant will enforce all Rich Events/Scarritt Bennett Center rules and regulations. Couples may not bring their own officiant, professional photographer or coordinator. Signature below indicates acceptance of all terms and conditions of the Skinner Chapel Getaway Elopement Package. The provisions of this contract are applicable through December 31, 2017.

Client Signature
Bride, Groom or other responsible party

Date

Rich Events Signature

Date

Rich Events

Wedding Officiants & Event Management

Vendors and Key Information for Getaway Elopements

Mailing Address: 1900 Belmont Boulevard · Nashville, TN 37212 | Skinner Chapel Address: 1008 19th Avenue South · Nashville, TN 37212
Cell/Text: 615.305.2021 · Fax: 615.346.0157 Email: brandon@richevents.org Web: www.RichEvents.org
Rev. Brandon Rich, Owner/Director of Weddings & Rentals of Rich Events

Approved Photographers/Videographers

Dak Alley Productions Photos Video Dak Alley, owner 615.506.5739 DakAlley@yahoo.com www.DakAlley.com	Nashville Wedding Collection Photos Video Michael & Michele Blair, Brittney & Anthony Swank 615.800.7757 info@nashvilleweddingcollection.com http://www.nashvilleweddingcollection.com/nashville-elopements
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Recommended Florists

The Enchanted Florist Caprice Palmer, Florist <i>Appointment Only</i> Nashville, TN 615-859-9002 • 800-297-1617 flwrgirlcaprice@aol.com www.EnchantedFloristTN.com	Daron Frazier Flowers 615.504.5365 DaronFrazier@aol.com www.facebook.com/daron.frazier.7	Publix Supermarket (Self-Service Floral) 4324 Harding Pike Hill Center at Belle Meade Nashville, TN 37205 615.279.2038 www.Publix.com
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Recommended Hotel Accommodations

Hilton Garden Inn/Home 2 Suites 1715 Broadway Avenue Nashville, TN 37203 615.369.5900 (Music Row Area) NashvilleVanderbilt.hgi.com	Gaylord Opryland Resort (Airport) 2800 Opryland Drive Nashville, TN 37214 615.871.6848 www.gaylordhotels.com/opryland	DoubleTree Hotel by Hilton (Downtown) 315 4 th Avenue North Nashville, TN 37219 Nashville.DoubleTree.com 615.747.4822
Comfort Inn (Downtown/Music Row) 1501 Demonbreun Street Nashville, TN 37203 615.255.9977 www.ComfortInn.com	The Hermitage Hotel (Downtown) <i>Tennessee's only 5 Star Hotel</i> 231 6 th Avenue North Nashville, TN 37219 615.244.3121 www.TheHermitageHotel.com	Omni Nashville Hotel (Downtown/SoBro District) 250 Fifth Avenue South Nashville, TN 37203 888-444-OMNI www.OmniHotels.com/hotels/nashville

Recommended Car Service

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

Tourism Information

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

Recommended Bridal Hair Stylists

Breon Hair Salon 2115 Elm Hill Pike Nashville, TN 37210 615.889.9975 info@breonhairsalon.com www.breonhairsalon.com	John Grimes, Hair Stylist Parlour Three Salon Brentwood, TN 615.289.0866 jmgnnash@comcast.net www.JohnGrimesHair.com
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Looking for a rideshare option? Try [Lyft](#) by visiting the iPhone App Store or Google Play on Android.

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 arriving for 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. You cannot be legally married if you have not obtained a marriage license in Tennessee before the wedding. Tennessee marriage licenses expire after 30 days; so do not obtain the license too early. Any ceremony conducted in the absence of a valid marriage license is not legally binding and is considered a commitment ceremony. A marriage license cannot be backdated using the date of a non-binding ceremony performed in the absence of a marriage license.

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
cheathamcountyttn.gov/government/county_clerk/

**Be sure to check with the County Clerk to be sure that they will not be closed on the day that you plan to get your license.
Certain restrictions apply to use of vendors as outlined in the Getaway Elopement Reservation Request Form*