

# *Rich Events*

Wedding Officiants & Event Management

## **Wedding and Event Client Contract**

Rev. Brandon H. Rich, Wedding Officiant and Event Planner

### **Studio & Mailing Address:**

Belmont Mansion, Suite 101  
1900 Belmont Boulevard  
Nashville, TN 37212

### **Contact Information:**

Cell: 615.305.2021      Email: [Brandon@RichEvents.org](mailto:Brandon@RichEvents.org)  
Fax: 615.346.0157      Website: [www.RichEvents.org](http://www.RichEvents.org)

### **Introduction**

This contract outlines event-related services provided by Rev. Brandon H. Rich and his employees and associates, the fees charged for said services, and stipulations and restrictions on said services.

### **Wedding Officiating Services**

Rev. Rich is a seminary-trained, licensed and ordained Southern Baptist minister authorized to officiate wedding ceremonies. All Rich Events officiants are ordained or licensed by reputable denominations or local congregations while some are government officials qualified to officiate by virtue of their civil office.

A. Standard officiating services include the following items:

- 1) Two in-person meetings with the bride, groom or their wedding coordinator/planner
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings and additional scripture and other ceremony suggestions
- 4) Telephone and Email communication as needed
- 5) When possible, attendance and participation for one hour at one wedding rehearsal which is subject to availability and travel expense reimbursement. Rehearsal availability may not be available due to schedule conflicts.
- 6) Officiating at wedding by Rev. Rich or an associate, signature and return of marriage license to the county clerk
- 7) Ministerial robe, dark suit or other appropriate clothing to be determined at Rev. Rich's discretion.
- 8) Ceremonies may be Christian or non-religious; officiant may refuse anything contrary to his/her faith traditions

B. Standard officiating services may also include the following options at no additional cost, upon request. Some of these options may be subject to availability and may require advance notice.

- 1) Optional pre-marital counseling take-home program
- 2) Optional decorative certificate to frame if not provided by the County Clerk or if it is a nonbinding ceremony
- 3) Optional portable amplifier with lapel microphones for officiant & groom and a hand-held microphone

### **Wedding/Event Coordinating Services on Day-of Rehearsal and Day-of-Wedding/Event**

Rev. Rich is an experienced wedding coordinator, equipped to provide coordination for a wedding/ event. All associate coordinators have been well-trained. Standard coordinating services include the following:

- 1) Three in-person meetings with the bride, groom and or their officiant or other key vendors or venue managers.
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings, additional scripture and other suggestions
- 4) Telephone and Email communication as needed.
- 5) Coordination/direction of wedding rehearsal and wedding ceremony (and reception, if needed) by Rev. Rich or by one of his associates or employees who he has personally trained as coordinators.
- 6) Coordination/direction of wedding vendors with regard to day-of-ceremony logistics, placement, enforcement of venue regulations, etc.
- 7) All wedding participants including bridal party members, vendors and guests must agree to submit to the direction of Rev. Rich and or his employees as they carry out wedding plans made and approved by the bride and groom.
- 8) Assistance with securing boutonnieres, decorations and other small tasks as needed and to see to it that all personal property of the bridal party is removed from the wedding & reception venues.

B. Standard coordination services may also include the following options at no additional cost, upon request. Some of these options may be subject to availability and may require advance notice.

- 1) Optional pre-marital counseling take-home program
- 2) Optional decorative certificate to frame if not provided by the County Clerk or if it is a nonbinding ceremony
- 3) Optional portable amplifier with lapel microphones for officiant & groom and a hand-held microphone

## **Bookings and Reservation of Date**

Rev. Rich will not reserve a date until the client has signed and returned this contract and paid any applicable deposit.

## **Fees and Other Provisions**

### **I. Travel and Other Required Expenses**

Reimbursement of travel expenses may be required if the location of the event is thirty miles or more from the home address of any Rich Events team member assigned to an event. Additionally, reimbursement shall be required for valet, paid parking or for any other expenses required to gain entry to the wedding venue or required meeting locations or to meet other requirements of the client, such as but not limited to special attire or additional personnel. Travel expenses may include parking costs, venue admission fees, fuel, food and hotel lodging when applicable. Any travel or other expenses will be discussed and approved in advance by mutual agreement between Rev. Rich or the associate providing service, and the client. It is the client's responsibility to inquire about any parking or other required fees in advance of the event and make arrangements accordingly. Rich Events associates and employees reserve the right to require payment of said expenses at once if the client or client's event planner has not properly accounted for said expenses in advance. Payment of expense reimbursement shall be made in cash directly to the affected Rich Events team member.

### **II. Deposits and Final Payment of Fees and Expenses**

All service levels require an approximate 25% deposit as outlined below. The deposit may be paid by check, online payment at [www.RichEvents.org](http://www.RichEvents.org), or with cash presented in person to Rev. Rich. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Payment of the balance of fees is due upon arrival of the officiant/coordinator at rehearsal or upon arrival at the event if there is no rehearsal. Final payment must be in cash if an associate minister (someone other than Rev. Rich) is providing service. The client is ONLY permitted to make the final payment online or with credit/debit card in person if Rev. Rich is providing service personally. Final payments in cash may be made at rehearsal, if held, or prior to the wedding. Checks will not be accepted for final payment to Rev. Rich or any of his associates unless 14 days or more before the wedding date. Any alterations to these requirements must be approved in advance by Rev. Rich personally in writing. Failure to comply will result in forfeiture of remaining scheduled services. Please note that associates of Rev. Rich may require partial payment of the coordination fee in advance of the rehearsal or event/wedding ceremony.

#### **A. Officiating Services \$400**

1. Deposit \$100
2. Final Payment \$300

#### **B. Rehearsal and Wedding Ceremony Coordination \$400**

1. Deposit \$100
2. Final Payment \$300

#### **C. Wedding Reception Coordination \$400**

1. Deposit \$100
2. Final Payment \$300

#### **D. Rehearsal, Wedding Ceremony and Wedding Reception Coordination \$600**

1. Deposit \$150
2. Final Payment \$450

#### **E. Officiating Services with Rehearsal, Wedding Ceremony and Wedding Reception Coordination \$1,100**

1. Deposit \$275
2. Final Payment \$825

#### **F. Any checks written for deposits and retainers are payable to Brandon Rich unless instructed otherwise.**

G. Pre-payment of standard fees is allowed, but only as a convenience to the client upon his/her specific request. **Note: any pre-payment of fees shall be non-refundable in the same manner that deposits are non-refundable.**

H. Clients of Rev. Rich who desire additional services may upgrade at any time provided they pay the additional amount of fees/deposit required and sign an updated contract. Clients will only be required to pay the additional fees and not sign an updated contract if officiating services become necessary due to the absence of a scheduled officiant. Any such fees/deposits for additional or unscheduled services shall be paid with cash.

### **IV. Fee Payments to Vendors and Miscellaneous Expenses**

A. All vendor shall be contracted directly between the bridal client and the vendors.

1. Rev. Rich shall assist the client by coordinating the work of vendors (when planning or coordinating services are

contracted)

2. Rev. Rich shall not accept any billing from vendors. All vendors shall bill the client directly for all goods and services provided. Rev. Rich shall not accept any financial liability outside of travel expenses.

B. Reimbursement for any miscellaneous expenses incurred by Rev. Rich during the life of the contract shall be made at the client's earliest ability to pay. No such amount owed shall extend beyond the final payment of all fees owed. Rev. Rich may be required to present receipts for such expenses.

**Package of Services**

Please initial beside the package of service or services that you choose for your wedding/event:

\_\_\_\_\_ Wedding Officiant Services: \$400.00

\_\_\_\_\_ Wedding Rehearsal & Ceremony Coordination: \$400

\_\_\_\_\_ Wedding Reception Coordination: \$400

\_\_\_\_\_ Wedding Rehearsal, Ceremony and Reception Coordination: \$600

\_\_\_\_\_ Wedding Officiant plus Ceremony & Reception Coordination: \$1,100 (This package requires Rev. Rich to work with an assistant at the ceremony)

Date of Event: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

City of Event: \_\_\_\_\_ City of Rehearsal: \_\_\_\_\_

Venue of Event: \_\_\_\_\_ Venue of Rehearsal: \_\_\_\_\_

**Terms of Service**

Please note that the date, time, venue and city of the event are binding aspects of this contract. Changes to any of these items must be made by mutual agreement between Rev. Rich and client, otherwise this contract may be terminated with no refund provided nor any guarantee of rescheduled services. Rev. Rich and associates agree to abide by the time, date and city and other provisions of this contract, however Rev. Rich and his associates reserve the right to refuse service without refund if the circumstances and/or requirements of an event are misrepresented in a significant way or if providing service would jeopardize the personal safety of any Rich Events associate or employee. If your associate is incapacitated or otherwise unable to fulfill his/her obligations in this contract (except for cases of misrepresentation or safety as previously mentioned) Rev. Rich will make every effort to provide the services agreed to herein by his own staff or by way of referral to a colleague or other equally qualified service provider. All meetings with Rev. Rich and his associates are scheduled by appointment only. Also note that Rev. Rich may present periodic invoices to the client to keep track of meetings held and time worked as per the stipulations of this contract. Such invoices will notify the client if and when additional fees or expenses are owed to Rev. Rich. All pages of this contract must be submitted together. Rev. Rich's signature serves as his acceptance of this booking.

\_\_\_\_\_  
Rev. Brandon H. Rich, Date  
Wedding Officiant and Event Planner

\_\_\_\_\_  
Signature of Client (responsible party) Date

\_\_\_\_\_  
Name of Client (please print and complete contact information on page 4)

### Client Contact Information

Please complete all sections **clearly and neatly**. It is the client's responsibility to notify Rev. Rich and /or his associates if the following information changes after execution of this contract.

\_\_\_\_\_  
Name of \_\_\_ Bride or \_\_\_ Groom (Please place check mark)

\_\_\_\_\_  
Street Address City ST Zip

\_\_\_\_\_  
Cell/Home Phone Email

\_\_\_\_\_  
Name of \_\_\_ Bride or \_\_\_ Groom (Please place check mark)

\_\_\_\_\_  
Street Address City ST Zip

\_\_\_\_\_  
Cell/Home Phone Email

\_\_\_\_\_  
Name of Client (responsible party) if other than Bride/Groom. Circle One: Parent, Coordinator, Venue, Relative, or Friend. (Please Print)

\_\_\_\_\_  
Street Address City ST Zip

\_\_\_\_\_  
Cell/Home Phone Work Phone (if client is a wedding coordinator or venue rep)

\_\_\_\_\_  
Email

Alternate Contact for day of Rehearsal/Wedding: \_\_\_\_\_ Relationship: \_\_\_\_\_

Alternate Contact Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information:**

Deposit of \$ \_\_\_\_\_ paid on \_\_\_\_\_ by means of \_\_\_\_\_ (Cash, Check, Credit/Debit Card Online)

**To be completed by Rich Events:**

Assigned Officiant/Coordinator: \_\_\_\_\_

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

\_\_\_\_\_