

Wedding and Event Client Contract

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

Studio & Mailing Address:

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

Contact Information:

Office: 615.460.6589
Cell: 615.305.2021
Fax: 615.346.0157
Email: Brandon@RichEvents.org
Website: 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 and as such is authorized to officiate at wedding ceremonies. All associate ministers are ordained or licensed by reputable denominations or local congregations. Standard officiating services include the following:

- 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 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
- 6) Officiating at wedding ceremony by Rev. Rich or one of his associate ministers
- 7) Ministerial robe, dark suit or other appropriate clothing to be determined at Rev. Rich's discretion.
- 8) Signing marriage license and delivery thereof by U.S. mail to the county clerk of record
- 9) Optional pre-marital counseling take-home program

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

Rev. Rich is an experienced wedding coordinator and is uniquely equipped to provide coordination for a wedding/event. All associate coordinators have been trained by Rev. Rich or have extensive industry experience.

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 assistant 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.

Wedding/Event Planning Services

Rev. Rich is an experienced wedding/event planner and event venue manager and is uniquely equipped to provide advance planning services for a wedding or other special event. Standard planning services include the following:

- 1) Five in-person meetings with 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) Assistance with hiring all wedding vendors as needed.
- 6) Assistance with securing all wedding venues as needed.
- 7) Assistance with design of event with regard to event participants/bridal party, vendors, etc.
- 8) Other client needs as warranted specifically pertaining to advance planning of the event
- 9) Note: Wedding/Event Planning Services does not include day-of-rehearsal and/or day-of-event coordination.

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. Standard Individual Services

- A. Wedding Officiating Services fee: \$300.00*
- B. Wedding Coordinating Services fee: \$500.00*
- C. Event Planning Services fee: \$30 per hour with a \$500 up-front retainer fee

** Please note that the total number of in-person meetings included for a client opting for a combination of services shall be as follows: three meetings for officiating and coordinating, five meetings for officiating and planning, five meetings for coordinating and planning, and six meetings for officiating, coordinating and planning.

II. 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.

III. Deposits and Final Payment of Fees and Expenses

A. Officiating Services—Rev. Rich requires a \$75.00 non-refundable deposit at contract signing for all officiating services provided by Rich Events. The deposit may be paid via check, online payment at www.RichEvents.org, or with cash if 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 the officiating fee is due upon the officiant's arrival at rehearsal or upon arrival at event if there is no rehearsal.

1. Final payment must be in cash if an associate minister (someone other than Rev. Rich) is officiating.
2. The client is ONLY permitted to make the final payment online if Rev. Brandon Rich is providing officiating services personally.
3. Any final payment of officiating fees to Rev. Rich made online must be submitted at least seven (7) days prior to the event. Final payments in cash may be made at rehearsal, if held, or prior to the wedding.
4. Checks will not be accepted for the final payment to Rev. Rich or to any of his associates.
5. Any alterations to these requirements must be approved in advance by Rev. Rich, personally by way or written communication. Failure to comply will result in forfeiture of remaining scheduled services. Please note that associate ministers of Rev. Rich may require partial payment of the officiating fee in advance of the rehearsal or wedding ceremony.

B. Wedding/Event Coordinating Services—Rev. Rich requires a \$100.00 non-refundable deposit at contract signing for all standard coordinating service fees. The deposit may be paid via check, online payment at www.RichEvents.org, or with cash if presented in person to Rev. Rich. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Balance of all remaining fees is due upon arrival at rehearsal (if held) or upon arrival at event if there is no rehearsal.

1. Final payment must be in cash if an associate coordinator (someone other than Rev. Rich) is coordinating.
2. The client is ONLY permitted to make the final payment online if Rev. Brandon Rich is providing coordinating services personally.
3. Any final payment of coordinating fees to Rev. Rich made online must be submitted at least seven (7) days prior to the event. Final payments in cash may be made at rehearsal, if held, or prior to the wedding/event.
4. Checks will not be accepted for the final payment to Rev. Rich or to any of his associates.
5. Any alterations to these requirements must be approved in advance by Rev. Rich, personally by way or written communication. 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.

C. Wedding/Event Planning Services—Rev. Rich requires a \$500 up-front non-refundable retainer fee which is payable upon execution of agreement. The retainer fee may be paid in cash, if in person, by check or online at www.RichEvents.org. The additional \$30 per hour shall be invoiced on a monthly basis between the time of the execution of the contract and the event. All fees for planning services shall be payable upon receipt of invoice.

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

E. 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.**

F. 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 vendors selected for wedding events 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 for costs incurred from contracted or other cash-and-carry vendors.

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: \$300.00***

_____ Wedding/Event Coordinating Services: \$500.00***

_____ Wedding/Event Planning Services: \$500.00 retainer plus \$30.00 per hour***

Date of Event: _____ Date of Rehearsal: _____

Time of Event: _____ Time of Rehearsal: _____

City of Event: _____ City of Rehearsal: _____

Venue of Event: _____ Venue of Rehearsal: _____

Please note that the date, time, venue and city of the event are significant and binding aspects of the 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. If your associate is incapacitated or otherwise unable to fulfill his obligations in this contract, 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 four pages of this contract must be submitted together. Rev. Rich's signature serves as his acceptance of this booking.

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

Date

Signature of Client (responsible party)

Date

Name of Client (please print)

See page 4 for client contact and payment information.

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 (Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Name of Groom (Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Name of Principle Client if other than Bride or Groom. Circle One: Parent, Coordinator, _____, etc.
(Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Alternate Contact Person for Day of Rehearsal and Wedding: _____ Relationship: _____
Alternate Contact Person Phone Number: _____ Email: _____

Payment Information:

Deposit amount of \$ _____ paid on _____ by means of _____
(Check, Cash, Online Payment)

Event Planning Retainer Required: \$ _____ paid on _____ by means of _____
(Check, Cash, Online Payment)

Notes: _____

