



Wedding Officials & Event Management

Skinner Chapel Getaway Elopement Contract

Skinner Chapel at Scarritt Bennett Center, Fondren Hall 1st Floor: 1031 18th Avenue South · Nashville, TN 37212 · Scarritt Bennett Center, 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 of Rich Events

Ceremony Date: Arrival Time: (Date and 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:

City: ST: Zip Code:

City: ST: Zip Code:

Please indicate your choices below with a check mark. Please complete this entire section.

Preferred ceremony type: Wedding Renewal of Vows

Note: Couple is responsible to bring a valid Tennessee marriage license for weddings. Marriage Licenses obtained outside Tennessee are not permitted.

Preferred ceremony content: Christian Non-religious

Visit NashvilleClerk.com for details on the process.

Exchanging wedding rings: Yes No

Planned number of guests: (Limit is 12, including adults and children)

Upgrade Options: Decorative Floral \$50. Three artificial floral arrangements including one on the altar and two smaller arrangements at the side window.

Candelabras \$50. Two candelabras total, two on each side of the altar table. Electric candles are provided.

Decorative Certificate \$25. Customized decorate certificate of marriage or renewal. Check with Rev. Rich for details.

Hand-delivery of signed TN marriage license to the Davidson County Clerk \$25. Only available for Davidson County Clerk paperwork.

Robe & Stole \$25. Rev. Rich can wear his black ministerial robe and white stole. This must be selected at least 24 hours before ceremony.

Elopement Ceremony Samples \$50. Rev. Rich will provide extensive ceremony samples that go well beyond the standard elopement script.

Skinner Chapel at Scarritt Bennett Center Getaway Elopement Guidelines

- 1. The fee is \$300.00 + any upgrades and must be paid in full at booking, and is nonrefundable. Once the date and time have been approved, the client will be issued an invoice to pay the fee with credit card or debit card online. No checks accepted. The booking is up to 30 minutes with up to 12 guests with the couple for a total of 14. The ceremony is inside the chapel by the altar. No venue previews or planning meetings allowed, but calls, text messages and emails are welcomed.
2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich. Ceremonies are not allowed music or decorations. Clients are not permitted to bring their own officiant or paid photographer. There is no processional and no bridal party beyond the couple and officiant.
3. Bookings are available by appointment only. Rev Rich must be available, so please check with Rich Events for availability before booking. No walk-ins allowed.
4. The couple and any guests must arrive together, dressed and ready for the ceremony. No separate entrances or first-look photographs. Couples who bring a child 6 years old or younger must bring another adult (other than the couple) to supervise the child. Alcohol and tobacco are not allowed. The couple and guests are not permitted to change into or out of their wedding attire at Scarritt Bennett Center. The couple and guests will need to leave immediately at the end of the 30-minute booking. No one is permitted to stay on Scarritt Bennett Center property beyond the 30 minutes of the booking, including the couple, guests and photographers.
5. Clients and guests must arrive precisely at the approved time on their contract. Ceremonies will not be delayed or extended due to late arrivals. It is the couple's responsibility to ensure that all parties arrive and depart in accordance with their scheduled booking. The client risks forfeiting all or part of the booking if the group does not arrive in a timely manner. Bookings may be rescheduled to a new date that is no more than 365 days beyond the original booking date, otherwise the booking is forfeited. The client must notify Rich Events at least 24 hours before a scheduled booking to be eligible for rescheduling, otherwise the booking is forfeited with no refund provided. Rich Events reserves the right to cancel or reschedule a booking due to winter or other weather conditions, pandemic, or other extraordinary circumstances that would make it impossible or unsafe to proceed. No refunds are ever provided. It is crucial that arrival and departure is in accordance with the approved booking.
6. Professional photography/videography is restricted to Rich Events' approved photographers. No other professional photographers/videographers are allowed. The cost of photo/video is separate from the Rich Events fee and is collected by each approved photo/video company. Contact our photographer for availability & cost. Please note that outdoor photography at Scarritt Bennett Center is allowed, time and weather conditions permitting, but restricted to specific areas including the entrance to Fondren Hall, back lawn, labyrinth garden, and vaulted arches under the bell tower. Photos may not be taken in front of or beside Wightman Chapel or along 19th Avenue South. Fondren Hall is the only available interior space for photos. All time on Scarritt Bennett Property, inside and outside, must be scheduled, paid for and supervised by Rich Events, therefore photo package must match venue package. No one may continue photos at Scarritt Bennett after the approved package time concludes: no exceptions.
7. Rich Events manages elopements at Skinner Chapel and will enforce all Rich Events/Scarritt Bennett Center rules and regulations. Violation of contract guidelines may result in cancellation of the booking without refund. Signature indicates acceptance of all terms and conditions of this contract. The provisions of this contract are applicable through December 31, 2022. Upon acceptance of this contract, Rich Events will issue an online invoice to collect the fee.

Client Signature

Bride, Groom or other responsible

Date of Signature