



Wedding Officiants & Event Management

Skinner Chapel Getaway Plus 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

Requested Ceremony Date: Requested 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: _____

City: _____ ST: _____ Zip Code: _____

City: _____ ST: _____ Zip Code: _____

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

Ceremony type: ___ Wedding ___ Renewal of Vows Note: Couple is responsible to bring a valid Tennessee Marriage License for weddings. Marriage Licenses from other states are not legal in TN. Visit NashvilleClerk.com

Ceremony content: ___ Christian ___ Non-religious for details on obtaining your Tennessee Marriage License. Visit RichEvents.org for other info.

Wedding Rings: ___ Yes ___ No

Number of seated guests: ___ (Limit is 16, including adults and children, + 2 standing attendants, one each side)

- Upgrade Options: ___ Bose Speaker \$25. Client may pair a smartphone or tablet via Bluetooth to our Bose speaker and have a guest run the playlist
___ Decorative Floral \$50. Three artificial floral arrangements including one on the altar and two smaller arrangements on the side window.
___ Candelabras \$50. Two 61-inch tall candelabras with candles, one on each side of the altar. 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.

Rich Events Skinner Chapel Getaway Plus Elopement Guidelines

- 1. The fee is \$500.00 (plus any upgrades) and must be paid in full upon booking, and is nonrefundable. Once the date/time has been approved, the client will receive an online invoice to pay the fee with credit or debit card. No check payments will be accepted. The total amount of time is up to 60 minutes and the total amount of seated guests is 16 in addition to the couple getting married. The couple may also have one standing attendant on each side, in addition to the seated guests. The ceremony will be inside the chapel in front of the altar. This package allows for one venue preview or planning meeting, which must be scheduled in advance with Rich Events.
2. Rich Events provides a standard Christian non-religious wedding or renewal of vows ceremony, officiated by Rev. Brandon Rich of Rich Events. Couples are welcome to bring personally-written vows which can be incorporated into the standard Christian or nonreligious ceremony, otherwise standard vows will be provided. The client may bring a guitarist or violinist for live music. Clients are not permitted to bring their own officiant, coordinator or professional photographer. Client decorations should be minimal due to time limits, and must be approved in advance by Rich Events. The ceremony will begin 5 to 10 minutes after the approved arrival time in the contract.
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 should arrive together, dressed and ready for the ceremony. Skinner Chapel does not have a groom's room or bride's room, but our brides/grooms may choose to change clothes in the public restrooms in Fondren Hall. Personal belongings should not be left in these restrooms during ceremony. Hair and makeup must be done before arrival at Scarritt Bennett Center. If the couple chooses to dress in the Fondren Hall restrooms, arrive separately, and/or have a first look photo, these options will reduce the amount of time for other staged photos and for the ceremony itself. Photos are not permitted in restrooms. Couples who bring a child 6 years old or younger must bring another adult (other than the couple) to supervise the child. Alcohol, reception food/beverages and tobacco are not allowed. The couple and guests will need to leave immediately at the end booking. No one is permitted arrive before the approved contract time, or to stay on Scarritt Bennett Center property beyond the 60 minutes of the booking, including the couple, guests and photographers. Please plan your time wisely as you have a maximum of 60 minutes on property.
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 on time. 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 available 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, a pandemic, or other extraordinary situation 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 our photographer. Contact our photographer for availability & cost information. Please note that outdoor photography at Scarritt Bennett Center is permitted but restricted to specific areas including the entrance to Fondren Hall, back lawn, labyrinth garden, exterior of the log cabin, 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 Fondren Hall and outside, must be scheduled, paid for and supervised by Rich Events, therefore any photo package must match venue package. Clients, guests and photographers may not continue photos at Scarritt Bennett after the booking ends.
7. Rich Events manages elopements at Skinner Chapel and Rev. Brandon Rich will enforce all Rich Events/Scarritt Bennett Center rules and regulations. Violation of contract guidelines may result in cancellation without refund. Any exceptions to the rules of this contract must be discussed with Rich Events prior to booking and may only be approved by Rev. Brandon Rich. Signature below indicates acceptance of all terms and conditions. This contract is applicable through December 31, 2022.

Client Signature

Date of Signature

Bride, Groom or other responsible party