

Rich Events

Wedding Officiants & Event Management

Skinner Chapel Friends & Family Elopement Wedding Contract

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

GPS Location: Scarritt Bennett Center | [1031 18th Avenue South Nashville, TN 37212](#) | Parking Lot A

Mailing Address: Rich Events | 1831 12th Avenue South, Box 431 | Nashville, TN 37203

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Availability

The Friends & Family Elopement may be available during times when Skinner Chapel and the adjacent Harambe Auditorium are not reserved by Scarritt Bennett Center, and when Rich Events has staff and vendor availability. Rich Events reserves the right to restrict availability of any date in the year based on changes in market demand.

Package Overview

The Friends and Family Elopement is a unique option for weddings and vow renewals that is less than a large wedding but more than other small elopements. This option is designed to be an affordable yet elegant way to get married or renew wedding vows with an intimate group of your closest friends and family with a wedding package that provides most of the basic needs at a wedding ceremony including the venue, parking, chairs, altar, officiant, coordinator and in-house or referral and upgrade options for other vendors and services not included in the package price including photography, videography, recorded music, live musicians, decorations and flowers.

Event Overview

The couple, wedding party and guests may begin arriving at the approved Booking Start Time, and the ceremony will begin approximately 15 minutes later. The Rich Events team will confer with the couple and their wedding party to review details before the ceremony. Approved vendors and Rich Events staff will set up prior to the approved Booking Start Time. Rich Events will oversee the wedding and manage the flow of events from entrance to exit. Rich Events will schedule an optional planning meeting with the just the couple in advance of the wedding day, but there is no separate wedding rehearsal. Rich Events handles planning and coordination.

Rental Space

Skinner Chapel

The space available for the Friends and Family Elopement Wedding is Skinner Chapel located in Fondren Hall at Scarritt Bennett Center. All ceremonies are conducted inside the chapel.

Secondary Indoor Spaces

Fondren Hall's west lobby, Harambe Auditorium and the first-floor restrooms are available for gathering and non-ceremony uses.

Outdoor Spaces

Prescribed areas of the Scarritt Bennett Campus are available for staged photos in the large lawn to the north of Fondren Hall, east of Bennett Hall and south of Susy Gray Dining Hall. Photos may be taken in front of Fondren Hall, in front of Laskey Hall and in the vaulted arches under the bell tower, and in the Labyrinth Garden. Please note that Skinner Chapel couples must defer to Wightman Chapel couples if bookings overlap with regard to use of outdoor spaces.

Parking and Handicap Access

Wedding party and guests have access to Scarritt Bennett Center parking lots A & B which can be found using 1031 18th Avenue South, Nashville, TN 37212. Additional metered street parking is also available along 19th Avenue South in front of Scarritt Bennett Center. Fondren Hall has a handicap entrance on the northeast side of the building. Please alert Rich Events personnel if this entrance is required as this door remains locked.

Rich Events Personnel

The Skinner Chapel Friends and Family Elopement is booked, planned and officiated by Rev. Brandon Rich of Rich Events. The couple is provided wedding ceremony samples and other planning tools upon booking. Rich Events will provide an assistant to act as event coordinator who will also be present to assist Rev. Rich or his associate with day-of-wedding coordination and ceremony direction. Due to the nature of this unique package and limitations of time and flow of the venue, outside officiants and outside wedding coordinators are not permitted.

Photography

All professional photography is restricted to our approved photographers. Clients must contract with our photographer directly before the wedding. Rich Events accepts no liability regarding photography services provided by these photographers. The fees for photography services are paid directly to the photographer by the client. Visit RichEvents.org for photographer contact information. Photos may be taken inside Skinner Chapel and outside in certain prescribed areas of the Scarritt Bennett Campus in the large lawn to the North of Fondren Hall, East of Bennett Hall and South of Gray Dining Hall. The only interior space for photos is inside Skinner Chapel. Rich Events personnel will supervise all photography on the Scarritt Bennett Center campus and enforce all venue regulations. All time on Scarritt Bennett Center property, inside and outside, must be scheduled, paid for and supervised by Rich Events, therefore any photo package must match the venue package. Photos may begin when the clients and guests arrive and may continue up to the end of the booking. Clients, guests and photographers may not continue photos at Scarritt Bennett Center after the approved time concludes, nor may the client book less time with the approved photographer than the venue package time.

Amenities

Skinner Chapel has 20 chairs which is the maximum capacity for seated guests. There is also an altar table that can be used to display floral arrangements, sand ceremony or unity candle ceremony. Please note that Skinner Chapel does not have private dressing rooms for brides or grooms. Members of the wedding party (bridesmaids/groomsmen) should arrive dressed. Brides and grooms for this package are permitted to change into their wedding attire in the public restrooms in Fondren Hall, but this is not encouraged. Photos are not permitted in the restrooms. Hair and makeup should be done before arriving at Scarritt Bennett Center. If the restroom

option is utilized for changing clothes, personal belongings should not be left behind during the ceremony as these are spaces are open to guest use and are not secured. Additionally, no extra time is allowed if a bride or groom decide to change clothes in the restroom, so arriving fully dressed is ideal to devote maximum time for the ceremony and photos.

Live Music

Skinner Chapel has no musical instruments. If the chapel is at the 20-seated guest capacity, live musicians must set up in the vestibule just outside the chapel's interior entrance. No more than two instruments may be used, preferably violin and/or guitar. Portable keyboards or other large instruments requiring significant space or lengthy setup and loud wind instruments such as trumpets and bagpipes are not permitted.

Planning

Rich Events will provide wedding planning services to the couple to plan and coordinate all aspects of the wedding that occur at Skinner Chapel, with guidance and direction to any vendor needs and recommendations. Planning includes emails, phone calls and up to two scheduled meetings in the Rich Events wedding office (which is located at Belmont Mansion) or at Skinner Chapel. The location of planning meetings will be determined by Rich Events based on venue availability and on the specific issues to be covered in meetings.

Wedding Party

The Skinner Chapel Friends and Family Elopement allows the couple to have a small standing wedding party consisting of the officiant, the couple, and two adults on each side, or their children. The chancel area is small, so the wedding party must be small enough to fit on or directly in front of the chancel.

Rental Time

Skinner Chapel Friends and Family Elopements are allotted a rental time of one hour and thirty minutes. All wedding party arrival, setup, arrival of and mingling with guests, photos and the ceremony itself must take place within these 90 minutes. Booking time begins and ends in accordance with your contract. Ceremonies will not be delayed or extended beyond the approved time of a contract due to late arrivals on the part of wedding party, guests or vendors. The ceremony will begin 5 to 15 minutes after arrival. Booking times are strictly enforced due to the presence of multiple bookings of conferences, weddings, rehearsals and other events at Scarritt Bennett Center, as well as the other calendar commitments for Rich Events and other contracted vendors. We require your wedding party and guests be on time, neither early nor late. Clients are responsible to inform the guests of the approved timeline.

Steadfast Rules and Reminders

1. All campus rules of the Scarritt Bennett Center must be followed at all time.
2. No alcohol is allowed on the Scarritt Bennett Center campus or in Skinner Chapel.
Guests with alcohol or intoxicated guests will be required to leave campus immediately.
3. Smoking is strictly prohibited in all campus buildings.
4. Rich Events may refuse unsafe décor. Unity candles are not provided by

- Rich Events or Scarritt Bennett Center. Sand ceremony paraphernalia is not provided either.
5. Only bubbles, bells, real floral petals, or streamer wands may be used outside for the couple's exit. Sparklers, fireworks, sky lanterns, burning candles, torches and glitter/confetti are prohibited. Only artificial petals may be used inside the chapel on the center aisle and chancel.
 6. The altar table cannot be moved from its location on the chancel.
 7. Children must have adult supervision at all times while on the Scarritt Bennett campus. Unruly guests, including unruly and unsupervised children, will be required to leave. The Rich Events officiant-in-charge or coordinator may call upon campus security as needed. If the couple brings a child 6 years old or younger, they must have an adult (other than themselves) to supervise the child during the ceremony and photos.
 8. Rich Events has no control over other events on the campus, outside Skinner Chapel.
 9. No tape, nails, staples, tacks or anything similar may be used to affix decorations to surfaces.
 10. No signs, banners, drapes, small structures or anything requiring a ladder are allowed.
 11. Floral and other decorations should be kept to a minimum due to time and space constraints. Rich Events reserves the right to refuse any decoration or item(s) that requires a lengthy setup and tear down, or pose a safety risk to the chapel, staff, guests or the campus. Please consult with Rich Events for clarification. Rich Events staff has final authority in this and all such matters.
 12. Rich Events reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
 13. Animals are prohibited inside buildings, except for service animals with credentials.
 14. Any delivery, setup and removal of items by wedding party, guests or vendors must happen within the contracted rental time. Delivery of flowers and arrival of live musicians should happen no earlier than 15 minutes prior to the beginning of the contract time.
 15. Please note that Rich Events associates do not keep regular office hours, and Rich Events offices are not on the Scarritt Bennett Center campus. Any meetings or previews must be scheduled in advance. Drop-in visits are not permitted by clients, families or vendors.
 16. All members of the wedding party must arrive and depart in their wedding attire. Brides and grooms are permitted to dress in the public restrooms in Fondren Hall, but this is not encouraged due to time constraints and lack of privacy and security.
 17. Skinner Chapel is a small space with limited capacity for seated guests, vendors and bridal party. Rich Events restricts attendance to stay within venue capacity.
 18. This is a ceremony-only booking. No reception or reception food/beverages are permitted.
 19. Rich Events has final authority in all matters and may take any action required.

Special Requests

Any special requests that extend beyond provisions of this contract need to be presented to Rich Events for approval in advance of the event, preferably at the time of contact signing. All last-minute requests must be presented to Rev. Rich for approval. Please note that Rich Events has the final authority in such matters.

Number of Guests

Friends & Family Elopement wedding ceremonies are allowed a total of twenty (20) seated guests plus standing wedding party and vendors. The standing wedding party is restricted to the couple getting married, the Rich Events officiant plus two attendants on each side. Please note that Skinner Chapel is a very small space with a limited layout that cannot accommodate any extra guests or setup. The chancel is quite small, so a large standing bridal party is not possible.

Rental Fee and Payment

To secure your date, Rich Events must receive this contract completed, initialed and signed (all pages) along with payment of a nonrefundable online deposit invoice which Rich Events will issue. Bookings 60 days or less in advance require a \$350.00 nonrefundable deposit. Bookings 61 days or more in advance require a \$425.00 nonrefundable deposit. The deposit will be collected via online invoice issued by Rich Events and paid by the client. The remaining balance must be paid in full to Rich Events no later than 24 hours before the wedding via online invoice. The base fee is \$800.00 (plus any upgrades) which is always split into two separate payments: the deposit paid at the time the booking is reserved, and the final balance paid to Rich Events within 24 hours of the wedding. Rich Events will issue a second online invoice for the final payment which is to be paid online with credit card or debit card. If the client is unable to pay any remaining fees, the ceremony will not be conducted, the marriage license will not be signed, and the event will be cancelled at once, and the deposit will not be refunded. The client must check in with Rich Events 30 days prior to the event to confirm plans for the wedding, or to give notice of cancellation. Send payment questions to Rich Events.

Late Arrivals, Cancellation and Change of Date

All deposits and payments are nonrefundable. The client may be permitted to transfer the booking to another date at Skinner Chapel without financial penalty, provided Rich Events and Skinner Chapel have an available date and Rich Events approves the change. 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. Bookings may be rescheduled to a new date that is no more than 365 days beyond the original booking date. The client must notify Rich Events at least 24 hours before a scheduled booking to be eligible for rescheduling, otherwise the booking is forfeited. Rich Events reserves the right to cancel or reschedule due to winter or other weather conditions or unforeseen extraordinary situations, such as natural disaster or health crisis/pandemic, that would make it impossible or unsafe to proceed. No refunds are provided.

Optional Upgrades

Please add a check mark beside any upgrades you wish to add to your booking.

___ Recorded Music: \$50.00

Rich Events will provide a small Bose speaker playing from any songs available in Apple Music. All equipment is owned by Rich Events and is operated by Rev. Rich's staff only. Rev. Rich's staff will not operate any equipment provided by the client. We will only provide music that is available from iTunes/Apple Music; no exceptions. The playlist must be set before the wedding.

___ Decorative Floral: \$50.00

Rich Events will provide three artificial floral arrangements in the chapel, including a large arrangement on the altar and two small arrangements on the side window.

___ Candelabras: \$50.00

Rich Events will provide two 61-inch tall candelabras with candles on either side of the altar.

___ Decorative Certificate: \$25.00

Rich Events will provide a customized decorative ceremonial certificate of marriage or renewal. Some TN counties such as Davidson, Shelby and Knox provide decorative certificates, but most do not. Check with Rev. Rich with questions before selecting this upgrade.

___ Hand-Delivery of Completed Marriage License to Davidson County Clerk: \$25.00
Rev. Rich will personally hand-deliver the completed and signed marriage license paperwork back to the Davidson County Clerk on the next business day. This option is only available for licenses obtained in Nashville at the Davidson County Clerk.

___ Robe & Stole Upgrade: \$25.00
Rev. Rich can wear his black ministerial robe and white stole for your wedding ceremony. This requires specific attire to be worn underneath the robe and the robe must be brought out of storage, so this upgrade must be requested at least 48 hours in advance of a wedding.

Package of Services

Friends and Family Elopement Wedding Ceremony \$800.00 *(base fee before any upgrades)*
Included in this package are the following provisions and restrictions:

1. 90 minutes use of the Skinner Chapel. No separate rehearsal time is included or allowed.
2. Rich Events to provide officiant who is in charge of the venue, ceremony and booking.
3. Rich Events to provide one employee to assist the officiant and bridal party
4. Seating for up to twenty (20) guests plus small standing wedding party
5. The couple may hire the Rich Events-approved photographer
6. Any of 5 optional upgrades to enhance the booking
7. Total fee is \$800.00 + any upgrades which is split into a deposit payment and a final payment.

To be completed by the client and verified by Rich Events:

Wedding Date: _____ Booking Start Time*: _____
**This is the time that your access to Skinner Chapel begins. This applies to wedding party, guests and any vendors. The ceremony should begin approximately 15 minutes after this time. Please note that Rich Events must verify availability of the client's requested date and time.
PLEASE ADVISE GUESTS AND WEDDING PARTY THAT THEY ARE NOT ALLOWED TO ENTER THE CHAPEL UNTIL RESERVATION TIME. SHOULD THEY ARRIVE EARLIER, THEY MAY BE NOT BE ALLOWED ACCESS.*

Signature of Client _____ Date _____
(Bride, groom or other responsible party)

Client Contact Information

Please complete the information below about the couple getting married.

Please select _____ Bride or _____ Groom	Please select _____ Bride or _____ Groom
_____ Name	_____ Name
_____ Email	_____ Email
_____ Cell Phone	_____ Cell Phone
_____ Address	_____ Address
_____ City	_____ City
_____ ST	_____ ST
_____ Zip Code	_____ Zip Code

If the responsible party signing this contact is not bride or groom, please contact Rich Events and provide us with that person's name and contact information for our records.

Visit RichEvents.org for information about photography, Tennessee Marriage License and other frequently asked questions.