



Belmont Mansion Studio Elopement Contract

GPS Location: 17th Ave. S. & Acklen Ave. Nashville, TN 37212

Phone: 615.305.2021 · Fax: 615.346.0157 · Email: brandon.rich@belmont.edu · Web: www.BelmontMansionEvents.com
Rev. Brandon Rich, Officiant & Director of Weddings & Rentals

Ceremony Date: _____ Arrival Time: _____ (Arrival time is 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: _____

Overview of the Belmont Mansion Studio Elopement

This elopement option is for the couple that has need to be legally married simply, quickly, privately, and inexpensively. This option is ideal for a couple planning an overseas destination wedding who wants to be legally married in Tennessee. It is also ideal for a couple who plans a large public wedding, but does not have a properly ordained officiant. It is also ideal for a couple that may have a business, insurance or other legal need to be legally married quickly without the expense and effort of a large wedding or even a large elopement package. This is a simple and quick legal ceremony officiated by Rev. Brandon Rich at Belmont Mansion in Nashville, TN. When booked during museum tours, these ceremonies take place in Rev. Rich's studio office. When booked outside of museum tour hours, this ceremony may take place in front of the staircase in the Grand Salon of the mansion. The Studio Elopement is not an occasion to dress up or take pictures. Rev. Rich may be in casual attire, especially with minimal notice from the couple. This package is only for couples that need to have their marriage license signed by a legally qualified officiant.

Terms and Conditions of the Belmont Mansion Studio Elopement

1. The fee is \$100.00 and must be paid in full before the ceremony and is **nonrefundable**. Once Rev. Rich has approved the date and time, the client will be issued an invoice to pay the fee with credit card or debit card online. Phone payments with credit or debit card are also possible. No check payments will be accepted. Phone payments must be arranged with Rev. Rich at 615.305.2021. Bookings are in accordance with Rev. Rich's availability. He will not assign this package to an associate minister. If the couple reserves a booking over the phone shortly before the appointment, they will be required to complete this form and pay the fee in full with cash, credit card or debit card prior to the ceremony and signature of the license by Rev. Rich.
2. Studio Elopements at Belmont Mansion are booked by reservation only. Absolutely no walk-ins can be accepted due to scheduling issues with Belmont Mansion and Rev. Rich. All bookings are processed and payment accepted exclusively by Rev. Rich. Bookings will not be reserved until this form is received, reviewed and approved by Rev. Rich after determining availability of both staff and venue, and after full payment is collected.
3. This is a simple, private, legal ceremony inside at Belmont Mansion with officiant signature on the Tennessee Marriage License. This is not a public ceremony. Absolutely no witnesses or guests are permitted. This package is intended for couples whose only need is to be legally married in the simplest, quickest manner possible. Couples who want more time or guests or other options should book the Just Married Elopement, Getaway Elopement, Getaway Plus Elopement, or the Friends & Family Elopement. If booked during daytime hours, museum activities will be in progress and museum staff may be present nearby during the ceremony, which would be in Rev. Rich's office. After-hours ceremonies may be held by the staircase in the grand salon.
4. The couple must have their valid Tennessee Marriage License in hand upon arrival. Out-of-state marriage licenses are not permitted. Renewals of vows or commitment ceremonies are not permitted in this package. This package is for legal wedding ceremonies only. A Marriage License may be obtained in any county in Tennessee. For details on the Davidson County Clerk in Nashville, visit <http://www.nashvilleclerk.com/living/marriage-license/>. Couples who fail to bring their Tennessee Marriage License paperwork will forfeit their booking with no refund.
5. Professional photography is not permitted in this package. Rev. Rich can take a personal photo for the couple after the ceremony with the couple's camera or smartphone. Couples desiring extensive pictures should book one of the larger elopement packages which are all featured online at BelmontMansionEvents.com.
6. Belmont Mansion has museum tours and Rev. Rich often books multiple ceremonies at other venues per day, therefore couples may not arrive prior to the approved/scheduled arrival time. Anyone arriving early may be prohibited from entering the venue. Ceremonies will not be delayed or extended due to late arrivals. It is the couple's responsibility to ensure that they arrive and depart in accordance with their scheduled booking. Bookings begin and end in accordance with the approved reservation time. The booking does not begin when you arrive; it begins at the approved arrival time and ends after 10 minutes. You risk forfeiting the booking if you do not arrive in a timely manner. Note: Rev. Rich reserves the right to cancel or postpone a booking due to winter or other weather conditions that would make it impossible or unsafe to proceed. No refunds are ever provided. Keep this in mind if scheduling in winter. Clients may reschedule a booked Studio Elopement with 24 hour's notice, to another date no more than 30 days later than the original booking, provided Rev. Rich has an available date and time and approves the change. All payments are nonrefundable.
7. Signature indicates acceptance of terms and conditions of the Studio Elopement Package. This reservation form is valid through 12/31/2022.

Optional Upgrades – Mark with a check if you want to select an upgrade.

- Hand-delivery of signed TN marriage license to the Davidson County Clerk by Rev. Rich: \$25. Only available for Davidson County Clerk paperwork.
- Decorative Certificate \$25. Customized decorate certificate of marriage. Check with Rev. Rich for details.

Client Signature

Date