



Friends & Family Elopement Contract - \$2,000.00 Combination Package

GPS Location: [17th Ave. S. & Acklen Ave. Nashville, TN 37212](#) | Set GPS search to "[Belmont Mansion Visitor Parking](#)" in Google Maps.

Phone: 615.305.2021 · Email: brandon.rich@belmont.edu · Web: www.BelmontMansionEvents.com

Rev. Brandon Rich, Owner & Officiant, Rich Events – Mr. Brickey Nuchols, Director of Operations, Rich Events

Ceremony Date: _____ Approved Time: _____ (Entrance into the venue. Ceremony begins within 5 to 10 minutes.)

Please complete the information below about both parties eloping.

Please select ___ Bride or ___ Groom

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Name: _____
(First and last; indicate any different "preferred name" for ceremony)

Name: _____
(First and last; indicate any different "preferred name" for ceremony)

Email: _____

Email: _____

Cell Phone: _____
Please use (xxx) xxx-xxxx format

Cell Phone: _____
Please use (xxx) xxx-xxxx format

Street Address: _____

Street Address: _____

City: _____ ST: _____ Zip: _____

City: _____ ST: _____ Zip: _____

Please note that we send information including reminders to both parties listed. We do not accommodate surprise ceremonies.

Please complete this entire section.

Important Information Regarding Marriage License & Venue

Preferred ceremony type: ___ Wedding or ___ Renewal of Vows

Note: The couple eloping is required to bring a valid Tennessee Marriage License for legal weddings. A Marriage License obtained anywhere outside Tennessee is not acceptable. Visit Nashville.gov for information. _____ **Initial Here.**

Preferred ceremony content: ___ Christian or ___ Non-religious

Note: Belmont Mansion is decorated for Christmas from mid-November through early January. No Christmas décor will be removed or altered. The mansion has ongoing restoration projects which may alter the appearance of the venue. _____ **Initial Here.**

Writing personal vows: ___ Yes* or ___ No

*Vows should be printed or hand-written on paper.

Planned number of seated guests: _____ **Limit is 30 seated guests in addition to the couple eloping + 1 maid of honor and 1 bridesmaid & 1 best man and 1 groomsman who stand. All 30 guests not part of the standing bridal party must be seated. 30 chairs provided.**

No additional guests allowed.

Planned number of standing attendants: _____ **Limit is 4 total, two attendants for each person eloping. If the couple does not plan to have a bridesmaid or groomsman, mark 0 standing attendants.**

Planned escort of a bride by her father or other person ___ Yes or ___ No

The following are optional Rich Events upgrades. Please note that all Rich Events upgrades are nonrefundable, once selected and paid for, but may be transferred to other Rich Events upgrades, when possible.

___ Recorded Music \$50. One processional song and one optional recessional song. Equipment provided and run by Rich Events. Couple may select one processional song and an optional recessional song, both of which must be available from iTunes/Apple Music. Selection must be submitted to Rich Events 24 hours before the ceremony or Rich Events will make default selection. If only one song is selected, it will be used for the processional and there will be no recessional. If the couple submits two songs, they must indicate which is for processional and which is for recessional. If the couple does not submit a selection in time, Rich Events will provide a default selection for the processional song, and there will be no recessional song.

___ Elopement Ceremony Samples \$25. Rev. Rich will provide extensive ceremony samples that go well beyond the standard Christian or nonreligious elopement scripts. Client must make selection 24 hours prior to ceremony to avoid default selection.

___ Decorative Floral \$50. Three artificial floral arrangements: one in the bay window and two at the base of the staircase. Please note: you may not add any supplemental decoration to these arrangements.

___ Candelabras \$50. Four candelabras total, two on each side of the bay window. Electric candles provided. Please note: you may not add any supplemental decoration to these candelabras.

___ Decorative Certificate of marriage or renewal, suitable for framing. \$25. Do not select this upgrade if you obtain your Tennessee marriage license from Davidson County or Shelby County as those clerks provide a decorative certificate.

_____ Commemorative Vows Certificate \$25. Couple's wedding vows printed on certificate paper, suitable for framing.
Please note: if not using our standard vows, personally written vows must be **typed** and sent to Rich Events 24 hours in advance of the ceremony.

_____ Robe & Stole \$25. Rev. Rich wears ministerial robe and stole. This must be selected at least 24 hours before ceremony.
Please note: Rev. Rich will not wear a boutonniere or any other decoration on the robe and stole.

_____ Pre-marital Counseling take-home program \$25. Available for Davidson County and Williamson County, TN marriage licenses. Must be completed at least 5 days in advance of the ceremony to allow time for verification/notarization and electronic delivery of certification document which must be presented to the clerk when obtaining marriage license documents. Certified pre-marital counseling provides a discount off the TN marriage license application fee, but is not a requirement.

_____ Bubbles for staged exit \$25. Rich Events will provide individual vials of bubbles for guests to blow for a staged exit photo. This option requires participation from several guests, so if you few or zero guests, don't select.

Marriage License Delivery

We have three upgrade options for delivery of completed Tennessee marriage license paperwork after the ceremony. The first two options apply only to the Davidson County Clerk in Nashville, TN.

_____ **Basic** Hand-delivery of signed TN marriage license to the Davidson County Clerk \$25.00. Only available for Davidson County Clerk paperwork. The clerk will send the Certificate of Marriage (certified copy) by regular mail to arrive within 30 days after the wedding.

_____ **Premium** Hand-delivery of signed TN marriage license to the Davidson County Clerk \$100.00. Only available for Davidson County Clerk paperwork. Rich Events will obtain 3 certified copies of the Certificate of Marriage and send to the couple by FedEx or UPS with tracking number, to arrive within 15 days. Additional time and charges will apply if shipping outside the U.S. (50 states and D.C.). Additional certified copies are \$5.00 each. If you want additional copies beyond the 3 provided, please indicate how many: _____. The extra charge will be added to your invoice. If shipping outside the U.S., we will send a supplemental invoice for shipping charges which must be paid before we will ship the documents.

The third option applies to the other 94 Tennessee counties, but not Davidson County.

_____ **Guaranteed** delivery of signed TN marriage license paperwork to any of the other 94 Tennessee counties other than Davidson County. \$40.00 Rich Events will ship the completed paperwork to the appropriate TN county clerk by FedEx or UPS ground shipping with tracking number provided. We must have a street address for the clerk, not a post office box. Please note that each county clerk determines their own procedures regarding delivery of the completed paperwork back to the couple. This upgrade option only guarantees shipping of the paperwork from Rich Events after the ceremony to the clerk of record. *(This upgrade avoids paperwork getting lost in the mail with no tracking information.)*

Belmont Mansion Friends & Family Elopement Guidelines

1. The Friends & Family Elopement is a combined package with separate base fees from Rich Events for the venue package and Elopements of Nashville for the corresponding photography package, both totaling \$2,000.00 + any upgrades. Base fee must be paid in full upon booking and is nonrefundable. Once the date and time have been approved by Rich Events, the client will be issued an online invoice to pay the \$875.00 venue portion of the combination package + any upgrades. Elopements of Nashville will also issue the other invoice to pay the \$1,125.00 photography portion of the combination package + any upgrades. Clients may add upgrades later, subject to Rich Events availability and approval. The amount time is up to 60 minutes and the total number of seated guests is 30 in addition to the couple, plus 2 bridesmaids, 2 groomsmen, for a total of 36 people. You may not have any additional guests inside the venue or on property (inside or outside) beyond the limits of this package.

Initial Here.

2. Rich Events provides a standard Christian or non-religious wedding or renewal of vows ceremony. Officiating services provided exclusively by Rich Events. Couples are welcome to bring brief personally written vows which can be incorporated into the standard Christian or nonreligious ceremony, otherwise standard vows will be provided, unless the Elopement Ceremony Samples upgrade is selected. The ceremony will be inside Belmont Mansion in front of the bay window. The only music allowed is the Recorded Music Upgrade. Preview and planning meetings are not included in this package, but may be provided for a fee assessed by Rich Events. Calls, texts and emails to Rich Events are welcomed.

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3. The couple eloping, standing attendants and all guests must arrive together, dressed and ready for the ceremony. Separate entrances are allowed for the couple eloping, but no first-look photographs are allowed, neither inside the mansion nor outside on campus. A bride may enter the mansion first and go upstairs to the gallery from which she may descend into the ceremony. This allows a groom

to enter the mansion second and be kept apart until the processional. Clients and guests are permitted to enter Belmont Mansion Visitor Parking no sooner than 10 minutes in advance of the approved booking start time. Clients and guests must wait in their cars until time to enter the mansion, which must be precisely at the approved time on their contract. Clients and guests who use transportation vendors must plan drop off and pick up carefully to stay within contract requirements. There is no separate indoor waiting area. Ceremonies will not be delayed or extended due to late arrivals. The client risks forfeiting all or part of the booking if the group does not arrive in a timely manner. Clients and guests must leave campus immediately after the elopement. No one is permitted to be on Belmont's campus before or after contract time.

_____ **Initial Here.**

4. If the client cancels the booking, there is no refund and no rescheduling. If the client postpones the booking, it may be rescheduled to a new available date that is no more than 180 days beyond the original booking date, otherwise the booking is forfeited. The client must pay a rescheduling fee equal to 10% of the base package. The client must notify Rich Events at least 24 hours before a scheduled booking to be eligible for postponement and rescheduling, otherwise the booking is forfeited with no refund provided. Rich Events reserves the right to postpone and 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. Rich Events and Elopements of Nashville will send multiple reminder messages in the two weeks leading up to the ceremony. The couple must respond and confirm their booking at least 24 hours prior to the scheduled ceremony to avoid default cancellation.

_____ **Initial Here.**

5. Professional photography is required in this package and is provided by Elopements of Nashville. Videography is available as an upgrade from Elopements of Nashville (must be selected at least 24 hours in advance) for \$150.00 and is delivered same day. No other paid or non-paid photographers/videographers are allowed. Photography is only permitted during the approved package time: no exceptions. Indoor photography is restricted to pre-approved spaces. Please note that the officiant will be in place, centered behind the couple throughout the ceremony and as such will be in all ceremony photos including the processional, opening reading, vows, ring exchange, first kiss, pronouncement of marriage and recessional. Please note that outdoor photography at Belmont is allowed, time and weather conditions permitting, but restricted to specific areas of campus from the entrance of the mansion extending south to the white marble fountain and to the east and west to the twin gazebos and lawn. Guests may not live stream or take photos or video during the ceremony. The client/couple must inform guests in advance to put their cameras and cell phones away until the photographers finish all staged photos toward the end of the booking. Please note that the length of this package is designed to accommodate a ceremony with photos for up to 30 guests + up to 4 standing attendants. The full 60 minutes will not be needed if the couple eloping has few or no guests or standing attendants.

_____ **Initial Here.**

6. This is not a traditional wedding. This is a ceremony-only elopement. Rich Events and Elopements of Nashville host and photograph multiple elopements per day. Multiple ceremonies and other activities take place at Belmont Mansion every day. It is the responsibility of the couple eloping to prepare all guests in advance with the location of the venue, as well as the timeline and special guidelines that the booking carries, especially those that apply to the guests. Since Rich Events and Elopements of Nashville will not have contact with your guests prior to the ceremony, we must rely on you, the eloping couple, to prepare your guests accordingly. This will ensure the best possible experience for everyone.

_____ **Initial Here.**

7. Rich Events manages elopements at Belmont Mansion and will enforce all Rich Events, Belmont Mansion, Belmont University and Elopements of Nashville rules and regulations. Clients are not permitted to utilize their own paid or unpaid vendors at Belmont Mansion or anywhere on Belmont's campus including, but not limited to officiant, coordinator, photographer, videographer or musicians. Clients may have bridal bouquet and boutonniere. The couple may rent these two items from Elopements of Nashville, or the couple may bring these items, along with rings and marriage license, when entering the mansion. Please note that deliveries to Belmont Mansion by florists or any other vendor is not permitted. Clients and guests are not permitted to bring decorations. Clients and all guests are to arrive together, dressed and ready for the ceremony. No one with the elopement is permitted to change into or out of wedding attire in the mansion or on Belmont's campus. Couples who bring a child 6 years old or younger must bring another adult (other than the couple eloping) to supervise the child during the ceremony and photography. Alcohol, tobacco and illicit substances are prohibited in the mansion and on campus. Any form of reception food or beverage or reception activity is prohibited in the mansion and on campus. This is a ceremony-only booking. Rich Events reserves the right to prohibit any activity which may pose and undue burden or hazard to the mansion, property, campus, staff or guests. **Violation of contract guidelines may result in cancellation of the booking without refund, including a ceremony in progress, withholding officiant signature on marriage license, and withholding all photos taken by Elopements of Nashville.** Client signature on this contract and payment of the accompanying invoices indicates acceptance of all terms and conditions of this contract. The provisions of this contract are applicable through December 31, 2024.

_____ **Initial Here.**

Client Signature

(Bride, Groom or other responsible party)

Date of Signature