

Wedding and Event Client Contract

Rev. Brandon H. Rich,
Wedding Minister and Event Planner

Studio & Mailing Address:

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1900 Belmont Boulevard
Nashville, TN 37212

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Introduction

This contract outlines event-related services provided by Rev. Brandon H. Rich and his employees and associates, the fees charged for said services, and stipulations and restrictions on said services.

Wedding Officiating Services

Rev. Rich is a seminary trained, licensed and ordained Southern Baptist minister and as such is authorized to officiate wedding ceremonies. All associate ministers are ordained or licensed by reputable denominations or local congregations. Some associates may be civil officiants. Standard officiating services include the following:

- 1) Two in-person meetings with the bride, groom or their wedding coordinator/planner
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings and additional scripture and other ceremony suggestions
- 4) Telephone and Email communication as needed
- 5) When possible, attendance and participation for one hour at one wedding rehearsal which is subject to availability and travel expense reimbursement
- 6) Officiating at wedding by Rev. Rich or an associate, signature and return of marriage license to the county clerk
- 7) Ministerial robe, dark suit or other appropriate clothing to be determined at Rev. Rich's discretion.
- 8) Optional pre-marital counseling take-home program
- 9) Ceremonies may be Christian or non-religious; officiant may refuse anything contrary to his/her faith traditions

Wedding/Event Coordinating Services on Day-of Rehearsal and Day-of-Wedding/Event

Rev. Rich is an experienced wedding coordinator and is uniquely equipped to provide coordination for a wedding/event. All associate coordinators have been trained by Rev. Rich or have extensive industry experience.

Standard coordinating services include the following:

- 1) Three in-person meetings with the bride, groom and or their officiant or other key vendors or venue managers.
- 2) Standard ceremony template with basic wording and location for vows, rings, scripture, prayers, music, etc.
- 3) Samples of several Rich Events weddings, additional scripture and other suggestions
- 4) Telephone and Email communication as needed.
- 5) Coordination/direction of wedding rehearsal and wedding ceremony (and reception, if needed) by Rev. Rich or by one of his associates or employees who he has personally trained as assistant coordinators.
- 6) Coordination/direction of wedding vendors with regard to day-of-ceremony logistics, placement, enforcement of venue regulations, etc.
- 7) All wedding participants including bridal party members, vendors and guests must agree to submit to the direction of Rev. Rich and or his employees as they carry out wedding plans made and approved by the bride and groom.
- 8) Assistance with securing boutonnieres, decorations and other small tasks as needed and to see to it that all personal property of the bridal party is removed from the wedding & reception venues.

Portable Public Address (P.A.) System

Rev. Rich owns a portable P.A. system which includes a small radio-controlled amplifier with an optional stand to provide elevation, two belt packs with the option to place lapel microphones or over-the-ear microphones on two members of the bridal party, or on one member of the bridal party and use one hand-held microphone. Two belt microphones may be used simultaneously. The P.A. system is subject to availability and must be requested early. This equipment is available for use in wedding ceremonies where Rev. Rich is the officiant and/or coordinator. The equipment is not intended to be left behind for use in a wedding reception unless Rev. Rich is present and providing day-of-wedding coordination services. Rev. Rich will maintain control over the equipment and reserves the right to refuse to provide use of the equipment in the rain or in any situation that might cause equipment damage. The P.A. system is an upgrade added to officiating or coordinating services and is not available as a stand-alone item.

Bookings and Reservation of Date

Rev. Rich will not reserve a date until the client has signed and returned this contract and paid any applicable deposit.

Fees and Other Provisions

I. Standard Individual Services

A. Wedding Officiating Services fee: \$300.00*

B. Wedding Coordinating Services fees: Rehearsal & Ceremony \$300; Reception Only \$300; All Combined \$500

C. Portable P.A System Upgrade fee: \$50.00

**** Please note that the total number of in-person meetings included for a client opting for a combination of services shall be as follows: three meetings for officiating and coordinating, five meetings for officiating and planning, five meetings for coordinating and planning, and six meetings for officiating, coordinating and planning.**

II. Travel and Other Required Expenses

Reimbursement of travel expenses may be required if the location of the event is thirty miles or more from the home address of any Rich Events team member assigned to an event. Additionally, reimbursement shall be required for valet, paid parking or for any other expenses required to gain entry to the wedding venue or required meeting locations or to meet other requirements of the client, such as but not limited to special attire or additional personnel. Travel expenses may include parking costs, venue admission fees, fuel, food and hotel lodging when applicable. Any travel or other expenses will be discussed and approved in advance by mutual agreement between Rev. Rich or the associate providing service, and the client. It is the client's responsibility to inquire about any parking or other required fees in advance of the event and make arrangements accordingly. Rich Events associates and employees reserve the right to require payment of said expenses at once if the client or client's event planner has not properly accounted for said expenses in advance. Payment of expense reimbursement shall be made in cash directly to the affected Rich Events team member.

III. Deposits and Final Payment of Fees and Expenses

A. Officiating Services—Rev. Rich requires a \$75.00 non-refundable deposit at contract signing for all officiating services provided by Rich Events. The deposit may be paid via check, online payment at www.RichEvents.org, or with cash if presented in person to Rev. Rich. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Payment of the balance of the officiating fee is due upon the officiant's arrival at rehearsal or upon arrival at event if there is no rehearsal.

1. Final payment must be in cash if an associate minister (someone other than Rev. Rich) is officiating.
2. The client is ONLY permitted to make the final payment online if Rev. Brandon Rich is providing officiating services personally.
3. Final payments in cash may be made at rehearsal, if held, or prior to the wedding.
4. Checks will not be accepted for the final payment to Rev. Rich or to any of his associates unless submitted at least 14 days prior to the wedding date.
5. Any alterations to these requirements must be approved in advance by Rev. Rich, personally by way or written communication. Failure to comply will result in forfeiture of remaining scheduled services including refusal to sign and deliver marriage license until full payment is made. Please note that associate ministers of Rev. Rich may require partial payment of the officiating fee in advance of the rehearsal or wedding ceremony.

B. Wedding/Event Coordinating Services—Rev. Rich requires a \$100.00 non-refundable deposit at contract signing for all standard coordinating service fees. . The deposit may be paid via check, online payment at www.RichEvents.org, or with cash if presented in person to Rev. Rich. There will be a \$50.00 fee for insufficient funds or whatever maximum amount is allowed by law. Balance of all remaining fees is due upon arrival at rehearsal (if held) or upon arrival at event if there is no rehearsal.

1. Final payment must be in cash if an associate coordinator (someone other than Rev. Rich) is coordinating.
2. The client is ONLY permitted to make the final payment online if Rev. Brandon Rich is providing coordinating services personally.
3. Final payments in cash may be made at rehearsal, if held, or prior to the wedding/event.
4. Checks will not be accepted for the final payment to Rev. Rich or to any of his associates unless submitted at least 14 days in advance of the event.
5. Any alterations to these requirements must be approved in advance by Rev. Rich, personally by way or written communication. Failure to comply will result in forfeiture of remaining scheduled services. Please note that associates of Rev. Rich may require partial payment of the coordination fee in advance of the rehearsal or event/wedding ceremony.

C. Portable Public Address (P.A.) System is considered and upgrade item added to officiating or coordinating services and not provided as a stand-alone item at a wedding.

D. **Any checks written for deposits and retainers are payable to Brandon Rich unless instructed otherwise.**

E. Pre-payment of standard fees is allowed, but only as a convenience to the client upon his/her specific request. **Note: any pre-payment of fees shall be non-refundable in the same manner that deposits are non-refundable.**

F. Clients of Rev. Rich who desire additional services may upgrade at any time provided they pay the additional amount of fees/deposit required and sign an updated contract. Clients will only be required to pay the additional fees and not sign an updated contract if officiating services become necessary due to the absence of a scheduled officiant. Any such fees/deposits for additional or unscheduled services shall be paid with cash.

IV. Fee Payments to Vendors and Miscellaneous Expenses

A. All vendor shall be contracted directly between the bridal client and the vendors.

1. Rev. Rich shall assist the client by coordinating the work of vendors (when planning or coordinating services are contracted)

2. Rev. Rich shall not accept any billing from vendors. All vendors shall bill the client directly for all goods and services provided. Rev. Rich shall not accept any financial liability outside of travel expenses.

B. Reimbursement for any miscellaneous expenses incurred by Rev. Rich during the life of the contract shall be made at the client's earliest ability to pay. No such amount owed shall extend beyond the final payment of all fees owed. Rev. Rich may be required to present receipts for such expenses.

Package of Services

Please initial beside the package of service or services that you choose for your wedding/event:

_____ Wedding Officiant Services: \$300.00

_____ Wedding Rehearsal & Ceremony Coordination: \$300

_____ Wedding Reception Coordination: \$300

_____ Wedding Rehearsal, Ceremony and Reception Coordination: \$500

_____ Wedding Officiant plus Ceremony & Reception Coordination: \$950 (This package requires Rev. Rich to work with an assistant in one planning meeting, at the rehearsal and at the ceremony)

_____ Portable Public Address (P.A.) System: \$50.00 (This is an upgrade, not a stand-alone item)

Date of Event: _____ Date of Rehearsal: _____

Time of Event: _____ Time of Rehearsal: _____

City of Event: _____ City of Rehearsal: _____

Venue of Event: _____ Venue of Rehearsal: _____

Terms of Service

Please note that the date, time, venue and city of the event are binding aspects of this contract. Changes to any of these items must be made by mutual agreement between Rev. Rich and client, otherwise this contract may be terminated with no refund provided nor any guarantee of rescheduled services. Rev. Rich and associates agree to abide by the time, date and city and other provisions of this contract, however Rev. Rich and his associates reserve the right to refuse service without refund if the circumstances and/or requirements of an event are misrepresented in a significant way or if providing service would jeopardize the personal safety of any Rich Events associate or employee. If your associate is incapacitated or otherwise unable to fulfill his/her obligations in this contract (except for cases of misrepresentation or safety as previously mentioned) Rev. Rich will make every effort to provide the services agreed to herein by his own staff or by way of referral to a colleague or other equally qualified service provider. All meetings with Rev. Rich and his associates are scheduled by appointment only. Also note that Rev. Rich may present periodic invoices to the client to keep track of meetings held and time worked as per the stipulations of this contract. Such invoices will notify the client if and when additional fees or expenses are owed to Rev. Rich. All pages of this contract must be submitted together. Rev. Rich's signature serves as his acceptance of this booking.

Rev. Brandon H. Rich,
Wedding Minister and Event Planner

Date

Signature of Client (responsible party)

Date

Name of Client (please print and complete contact information on page 4)

Client Contact Information

Please complete all sections **clearly and neatly**. It is the client's responsibility to notify Rev. Rich and /or his associates if the following information changes after execution of this contract.

Name of Bride (Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Name of Groom (Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Name of Principle Client if other than Bride/Groom. Circle One: Parent, Coordinator, Venue, _____ etc.
(Please Print)

Street Address City ST Zip

Cell/Home Phone Work Phone

Email

Alternate Contact Person for Day of Rehearsal and Wedding: _____ Relationship: _____

Alternate Contact Person Phone Number: _____ Email: _____

Payment Information:

Deposit of \$ _____ paid on _____ by means of _____ (Cash, Check, Credit/Debit Card Online)

To be completed by Rich Events:

Assigned Officiant/Coordinator: _____ Wedding ID#: _____

Notes: _____
