



Friends and Family Elopement Wedding Contract

Rev. Brandon Rich, Director of Weddings & Rentals

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Availability

The Friends and Family Elopement may be available during times when Belmont Mansion is closed to the public either before or after its daily museum tours on non-peak days or on select holidays, subject to availability. This package will not be made available on Saturday evenings in May, June, September or October unless it is 30 days or less from an available date or it is booked as a late evening wedding after another event concludes. Belmont Mansion reserves the right to restrict availability of any Saturday night 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 traditional wedding but more than our Getaway Elopement and much more than a courthouse elopement. 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, candelabras, grand piano, officiant, day-of-wedding/renewal coordinator and in-house options for other vendors not included in the package price including photography, musicians, flowers, cake designer and bridal transportation.

Rental Spaces

The Grand Salon

The primary space available for Friends and Family Elopement Weddings is the Grand Salon. This is the only room where food and drink are permitted inside the mansion. Additionally, this is the only space where mansion amenities and any seating may be used. The Grand Staircase is the primary entry point for brides into the Grand Salon. Due to the dimensions, construction, and age of the staircase some key rules apply to its use.

1. We do not allow large groups to stand above the fourth step, due to the free form nature of the construction as well as the age of the staircase.
2. We discourage brides or others from descending the stairs two-by-two due to narrow width.
3. For more information on décor please see the “Steadfast Rules” section of this document.

The Front Hall

The Front Hall is the primary entry point to the Belmont Mansion. This space can be used for a gift table and guest registry table. It can also serve as a welcome area if you choose to have a receiving line. Please note that food and beverage are not allowed in the front hall.

Outdoor Space

The Front Porch, Front Walk, and the two (2) Gazeboes nearest to the mansion are available for limited use in Friends and Family Elopement Weddings. These spaces may be used for guest entrance, photography and staged exit at the conclusion of the event. These spaces may be used for an outdoor Friends and Family Elopement ceremony, but no mansion chairs or other amenities may be taken outside. Due to the compressed nature of these events, only stand up ceremonies are permitted outside. Rented or client-provided seating or staging is not allowed.

Changing areas

The upstairs landing is available to brides and attendants as a dressing and staging area. There is neither restroom nor elevator access to the upstairs of the mansion. The museum suite upstairs will be locked. Brides and attendants are encouraged to arrive with hair and makeup done. A room is provided downstairs adjacent to the kitchen for the groom, his attendants, and the officiant. Restrooms are provided on the main floor of the mansion.

Upstairs

During weddings, the upstairs of the mansion is closed to guests since due to the use of the landing as a bridal changing area.

The Downstairs

The entire downstairs museum will be open for guest viewing. However, all rooms other than the Grand Salon are considered museum-only rooms or offices. We do not allow food or drink in these rooms and there is no seating in these rooms.

Preparation Facilities

The kitchen is available to vendors and bridal party assisting with the event. The kitchen area should be returned to its original condition upon completion of event. See Event Personnel Guidelines and Provisions document for additional details.

Mansion Personnel

Each Friends and Family Elopement Wedding is planned and officiated by the Director of Weddings & Rentals, unless he assigns supervision and officiating to others. The couple is provided wedding ceremony samples and other planning tools upon booking. An Assistant Director of Weddings & Rentals or Event Coordinator will also be present to assist the Director 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. Outside ministers may participate in a ceremony, but shall not preside. Outside coordinators may assist the couple, but the Director and Assistant Director will run the event. Further, the timeline of the wedding or renewal will be planned and executed by the Director of Weddings & Rentals and the mansion's event staff team.

Photography

Due to the brief nature of elopement ceremonies, photography must be planned and executed carefully. All professional photography for elopements is restricted to B&B Portraits and Ace Photography. No other professional photography is permitted. Clients must contract with B&B Portraits or Ace Photography directly before the wedding to make arrangements for a photo package of service. The mansion accepts no liability regarding photography services provided by these photographers. The fees for photography services are paid directly to the photography company by the bride and groom. See last page for photographer contact information.

Amenities

The mansion has several items available at no additional cost. These items include chairs, back-of-chair slip covers, tables and linens in the Grand Salon and foyer, (2) black iron 6-branch candelabras with candles, (2) black iron 3-branch candelabras with candles, (1) unity candleabra, three (3) iron plant stands, (1) punchbowl, (1) tray, (1) ladle, (1) silver cake plateau, guest registry table, gift table, use of a grand piano, and use of kitchen facilities. Further, amenities related to food and beverages are only available when proper upgrades are selected where such items would be needed.

Rental Time

Friends and Family Elopements are allotted a rental time of one (1) hour and thirty (30) minutes. All bridal party arrival, setup, changing clothes, arrival of and mingling with guests, photos and the ceremony itself must take place within this 90 minutes unless additional time added to the rental by way of an upgrade. Your time begins and ends in accordance with your contract. Bookings/ceremonies will not be delayed or extended beyond the approved time of a contract due to late arrivals on the part of bridal party, guests or vendors. Your booking time begins at the approved time in this contract and ends one hour and thirty minutes later, or in accordance with any extra time added in this contract. Your booking begins at the approved time, regardless of the punctuality of the bridal party or guests. Booking times are strictly enforced due to daytime museum tours and the presence of multiple bookings of weddings, rehearsals and other events at the mansion. We ask that your bridal party and guests be on time, neither early nor late.

Upgrades

Additional Time

The couple may choose to add more time to their Friends and Family Elopement at the rate of \$100 per hour with a 30-minute minimum. This upgrade should be selected upon contract signing as the mansion often has multiple events per day.

Cake and Punch

The couple may choose to add the cake-and-punch option to their Friends and Family Elopement for an additional \$75, provided they bring their own food, beverage and make arrangements for servers and clean up. The mansion will provide a serving table with tablecloth, silver cake stand and punch bowl, tray, ladle and small serving dishes for mints and nuts plus an additional 30 minutes. The mansion will *not* provide plates, cups, silverware or napkins.

Rehearsal

The couple may choose to add a thirty (30) minute rehearsal at a time separate from the wedding to be scheduled by the Director of Weddings & Rentals, subject to availability. The fee is \$100.00. This option may be refused if the mansion has no available time.

Recorded Music Upgrade

The couple may choose to add the Recorded Music Upgrade to their wedding for \$50.00. Rev. Rich will provide a Bose SoundDock with over 100 wedding-related songs, most of which are downloaded from iTunes. All equipment is owned by Rich Events and is operated by Rev. Rich's staff only. Clients may not operate this equipment nor may they dock their own iPod, iPad or iPhone to it. Rev. Rich's staff will not operate any equipment provided by the client. Due to storage and transport considerations, this upgrade should be selected well in advance of the wedding day and it will not be removed from a contract once paid for. The client will be provided a comprehensive list of songs and upgrade details upon selection.

Steadfast Rules and Reminders

1. All rules in the Provisions and Guidelines for Event Personnel must be followed.
2. Belmont Mansion requires that any and all food and beverage consumed on property come from a licensed and insured bakery, restaurant or caterer. If the cake-and-punch option is selected the couple is responsible to arrange for their own servers to plate and serve the cake and punch and provide clean up and trash removal. No plates, forks, knives, cups or napkins will be provided by the mansion.
3. NO ALCOHOL is allowed on the Belmont University campus or in Belmont Mansion. Guests with alcohol or intoxicated guests will be required to leave campus immediately.
4. Smoking is strictly prohibited in the mansion, including the kitchen and bathrooms. All Tobacco use is prohibited on the Belmont University campus.
5. The mansion provides all taper candles, except unity candle tapers and pillars. Tea lights or votives may be brought in to decorate reception tables, provided that they are glass containers. The mansion's Director of Weddings & Rentals or Event Coordinator may refuse unsafe candles or other unsafe décor. Sand ceremony paraphernalia is not provided.
6. By order of the Metro Fire Department, there is no parking on the circle drive in front of the mansion, unless accompanied by a driver (limo, etc.) Unless a university event is scheduled that would reduce available parking, we discourage the use of a valet parking services.
7. Only bubbles, bells, real floral petals or streamer wands may be used outside for the bride and groom's exit. Sparklers, fireworks, sky lanterns and burning candles or torches are prohibited.
8. In the Grand Salon, the sofas, pianos, credenza, pair of busts on pedestals, floor rugs, gilded mirror and sofas cannot be moved and will remain in their respective places. Other furniture and accessories may be moved, but only by the mansion staff.
9. Children must have adult supervision at all times while on mansion and university property. Unruly guests, including unruly and unsupervised children, will be required to leave. The Belmont Mansion Event Coordinator may call upon Belmont University 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.
10. The mansion has no control over other events on the university campus, outside the mansion.

11. No red punch, red grape juice, or any liquid with dark dyes, or colored candles are allowed.
12. No tape, nails, staples, tacks or anything similar may be used to affix decorations to surfaces.
13. No signs, banners, drapes, small structures or anything requiring a ladder are allowed.
14. No floral petals (real or synthetic) or aisle runners may be placed on the hardwood floor or on the steps, or in any other place except as part of table décor.
15. Floral arrangements or other decorations may be prohibited if they pose a safety hazard. Please consult with the Director of Weddings & Rentals or the Event Coordinator for clarification. Belmont Mansion staff has final authority in this and all such matters.
16. Belmont Mansion reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
17. Floral and other decorations should be kept to a minimum due to time constraints. The mansion 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 mansion, its staff, guests or the Belmont campus.
18. Due to time constraints and limitations of space, music should be limited to a pianist, guitarist, violinist or personal recorded music. The mansion reserves the right to refuse DJs, live bands or other musical options that require a lengthy setup and tear down.
19. A surcharge may be assessed upon booking for a wedding on a holiday or holiday weekend.
20. Pets and other animals are prohibited except for service animals.
21. Any delivery, setup and removal of items by bridal party, guests or vendors must happen within the contracted rental time. Deliveries, setup and retrieval of items may not occur before or after the contracted rental times.
22. Please note that the Director of Weddings & Rentals and event staff do not keep regular business hours. Any meetings or previews must be scheduled in advance. Drop-in visits are not permitted by clients, their families or vendors.
23. **Belmont Mansion's Director of Weddings & Rentals and Event Coordinator have final authority in all matters and may take action any required to protect the venue, its staff and museum collection up to and including cancelling an event in progress and requiring all guests to leave.**

Special Requests

Any special requests that extend beyond provisions of this contract need to be presented to the Belmont Mansion Director of Weddings & Rentals for approval in advance of the event, preferably at the time of contact signing. All last-minute requests must be presented to the Director of Weddings & Rentals for approval. Please note that the Director of Weddings & Rentals and the Event Coordinator have the final authority in such matters.

Service Personnel/Event Vendors

ALL service personnel not on Belmont Mansion's list of preferred and recommended vendors – florists or decorators, musicians, MUST receive, review, and agree to follow the rules spelled out in the Provisions and Guidelines for Event Vendors. The rental client must get the signature of such personnel on the Provisions and Guidelines for Event Vendors form, acknowledging they have received and intend to follow Belmont Mansion's Provisions and Guidelines. These forms must be signed and returned to the Director of Weddings and Rentals no later than one week prior to the event. A list of recommended and preferred vendors will be provided by the Director of Weddings & Rentals.

Number of Guests

Friends and Family Elopement Wedding Ceremonies are allowed a total of twenty five (25) seated guests plus standing bridal party and vendors. Any additional seated guests would require prior approval, possibly contingent on an additional fee.

Rental Fee and Payment

To secure your date, the mansion must receive this contract completed and signed (all pages) along with a minimum \$250.00 nonrefundable deposit payable to Belmont Mansion. The deposit may be paid with a check or online by requesting a PayPal invoice from Rev. Rich. The deposit may be paid in person with cash, Visa, MasterCard or Discover upon booking, with a scheduled appointment. Checks may only be accepted if submitted 14 days or more in advance of the wedding. The remaining balance of fees must be paid in full with cash, Visa, MasterCard or Discover no later than the day of the wedding, prior to the ceremony. The client is encouraged to pay the final balance prior to the wedding date so that time is not used for this purpose on the wedding day. 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.

One week before the event, the mansion must receive the *Provisions and Guidelines for Event Vendors* form, signed by all service personnel involved in event not listed in Belmont Mansion's preferred and recommended vendors list. Provisions and Guidelines for Event Vendors is available online at www.BelmontMansion.com/weddings-rentals/documents/.

Cancellation and Change of Date

All deposits and payments to Belmont Mansion for Friends and Family Elopements are nonrefundable. If you cancel your booking for any reason, no refund of paid fees will be issued. You may be permitted to transfer your booking to another date without financial penalty, provided the mansion has an available date and the Director of Weddings and Rentals approves the change. You may be liable for additional fees if the terms of the Friends & Family package have changed by the time you request a rescheduled event. Belmont Mansion will not provide a refund if your Friends and Family Elopement has to be cancelled (by the client or by the mansion) due to winter weather conditions or other acts of nature or other similar situations outside of the mansion's control. **Once funds are paid to the mansion they are nonrefundable if you cancel or if we have to cancel due to weather or other similar conditions.** The only situation for which a refund would be issued to the client would be if Belmont Mansion cancels a booking for reasons other than weather or acts of nature.

Package of Services

Friends and Family Elopement Wedding Ceremony \$750.00

Included in this package are the following provisions and restrictions:

1. One (1) hour and thirty (30) minute rental of the Grand Salon during non-tour hours, based on availability. No separate rehearsal time is included or allowed without upgrade.
2. Candles and candelabras provided by the mansion in the Grand Salon.
3. Removal of furniture items in the center of the Grand Salon and Bay Window.

4. Director of Weddings and Rentals to serve as or provide officiant and supervise ceremony
5. Assistant Director of Weddings and Rentals or staff to serve as day-of-wedding coordinator
5. Seating for up to twenty five (25) guests plus standing bridal party and vendors.
6. No reception or any food or beverage is included or allowed without upgrade.
7. Bride and groom may choose between two mansion-approved photography companies.

The following are three optional upgrades. You may check by any option if applicable, or none. The Director of Weddings & Rentals must approve and schedule requests for additional time and rehearsal per the complete terms of this contract.

- ___ Additional Time in the amount of _____ minutes; \$50 per each 30-minute block.
- ___ Cake and Punch \$75 (which includes 30 additional minutes)
- ___ Rehearsal \$100 (30 minutes on a date separate from the booking)
- ___ Recorded Music Upgrade \$50

To be completed by the client and verified by Belmont Mansion:

Total amount of mansion fees due including deposit: \$ _____. Any unpaid fees are due before the ceremony begins with cash, Visa, MasterCard or Discover. **Checks can only be accepted 14 days in advance.**

Planned number of Seated Guests: _____ (More than 25 must be approved and is subject to extra fees)

Event Date: _____ Booking Start Time*: _____

**This is the time that your access to Belmont Mansion begins. This applies to bridal party, guests and any vendors. Your ceremony should begin at least 15 minutes after this time. Please note that the Director of Weddings & Rentals must verify availability of the client's requested date and time. The wedding will not be considered booked without deposit, client signature and the Director's signature on this contract. PLEASE ADVISE YOUR GUESTS THAT THEY ARE NOT ALLOWED TO ENTER THE MANSION UNTIL YOUR RESERVATION TIME. SHOULD THEY ARRIVE EARLIER, THEY WILL BE NOT BE ALLOWED INSIDE.*

Renting Belmont Mansion, an historic house museum with rich Nashville history, is both an honor and privilege. While we want you to have a wonderful event in this beautiful setting, we have some museum rules that you may not experience at other rental facilities. In addition to you (the renter/client), everyone involved and attending your event will be required to follow the rules and the directions of the Director of Weddings & Rentals or Belmont Mansion Event Coordinator. Please give serious consideration to our rules and regulations and to your desires, needs, and guests before committing to this contract. The client and /or responsible party agree to all provisions of this contract as indicated by signature.

The client/renter will return this completed and signed contract, including all pages, by mail, scan/email or fax in order to secure a booking. The Director will review and sign the submitted contract and return a signed copy back to the client for their records.

Signature of Client _____ Date _____

Signature of Mansion Representative _____ Date _____

Client Contact Information

Bride/Client: _____ Email: _____

Cell/Home Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State _____ Zip _____

Groom/Client: _____ Email: _____

Cell/Home Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State _____ Zip _____

General Contract Notes:

To be completed by Belmont Mansion personnel only:

Date Contract and Deposit Received _____

Outstanding Balance _____

Contact information for mansion-approved elopement photographers:

B&B Portraits
Michael & Michelle Blair, owners
615.323.4030
info@BandBportraits.com
www.BandBportraits.com

Ace Photography
Arline Beets, owner
615.851.2774
AcePhoto@comcast.net
www.acephotographs.com