



Friends and Family Elopement Wedding Contract

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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 Wedding, but no mansion amenities may be taken outside. Due to the compressed and limited nature of these events, only stand up ceremonies are permitted. 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. A room is provided downstairs adjacent to the kitchen for the groom, his attendants, and the officiant.

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 supervised and officiated by the Director of Weddings & Rentals, unless he assigns coordination and officiating to others. Typically, all elopement weddings are small events with only the director present. Outside officiants are permitted but the fee remains the same.

Amenities

The mansion has several items available at no additional cost. These items include chairs, chair 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, (2) silver candelabras for reception tables, 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. Please note that the mansion reserves the right to prohibit flame candles at any time and replace its inventory with electric candles without notice. Further, amenities related to food and beverage 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. All bridal party setup, changing clothes, photos and the ceremony itself must take place within this hour.

Upgrades

Additional Time

The couple may choose to add more time to their Friends and Family Elopement at the rate of \$50 for every thirty (30) minutes or \$100 per hour.

Cake and Punch

The couple may choose to add the cake-and-punch option to their Friends and Family Elopement for an additional \$50, provided they make arrangements for servers and clean up.

Rehearsal

The couple may choose to add a thirty (30) minute rehearsal 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.

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. As of August 1, 2011 tobacco will be 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.
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 or streamer wands may be used outside for the bride and groom's exit.
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.
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, draperies, temporary structures or anything requiring a ladder are allowed.
14. No floral petals (real or synthetic) 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 unless extra time is added to the elopement booking as an upgrade.
18. **Belmont Mansion's Director of Weddings & Rentals and Event Coordinator have final authority in all matters.**

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.

Professional Photography/Videography

Due to the brief nature of elopement ceremonies, photography/videography must be planned and executed carefully. The preferred vendor is Ladak Productions. Their phone number is 615.589.9971; the email address is info@ladakproductions.com; website is www.LadakProductions.com. Other photography/videography vendors will be required to consult personally with the Director of Weddings & Rentals at least one week in advance of the event in addition to signing the Provisions and Guidelines for Event Vendors document.

Service Personnel/Event Vendors

ALL service personnel – caterers, florists or decorators, coordinators, musicians, photographers, and videographers 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.

Number of Guests

Friends and Family Elopement Wedding Ceremonies are allowed a total of sixteen (16) 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

Elopement fees are due on the day of the event and are to be paid in full with cash, Visa, MasterCard or Discover prior to the ceremony. Pre-payment of fees is allowed but not required, unless payment is by check in which case payment must be presented 14 days prior to the event. Please note that elopement fees are nonrefundable once paid to the mansion.

Change of Event Date and Cancellation Policy

The client may be allowed to transfer to a different event date provided the mansion has an available date, subject to the approval of the Director of Weddings & Rentals. If an elopement wedding booking is cancelled by the client thirty (30) days or more prior to the event, no payment shall be required. If an elopement wedding booking is cancelled by the client with less than thirty (30) days of notice, the client shall be expected to pay 50% of the scheduled fees. If the mansion is able to re-book the date with an event of equal or greater value, a refund may be issued upon receipt of the re-booked event's fee payments. Please consider weather conditions or potential personal contingencies when planning your wedding. The mansion reserves the right to withhold up to 10% of any refund as a processing fee. If an event is cancelled by the mansion all client paid fees will be refunded or the client may take the option to move the event to an alternate available date instead of taking a refund.

To secure your date, the mansion must receive this contract completed and signed.

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. This form is available online at www.BelmontMansion.com/weddings-rentals/documents/.

Package of Services

Friends and Family Elopement Wedding Ceremony \$500.00

Included in this package are the following provisions and restrictions:

1. One (1) hour rental of the Grand Salon during non-tour hours, based on availability. No separate rehearsal time is allowed.
2. Candles and candelabras provided by the mansion in the Grand Salon, upon request.
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. Seating for up to sixteen (16) guests plus standing bridal party and vendors.
6. No reception or any food or beverage is allowed.

The following are three optional upgrades. You may check by one, two or three 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 \$50.00

___ Rehearsal \$100.00

Planned number of Seated Guests: _____

Event Date: _____ Event Time: _____

Please note that the Director of Weddings & Rentals must verify availability of the client's requested date and time.

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 contract by mail, scan/email or fax in order to secure a booking. Please keep a full copy of the contract for future reference.

Signature of Client _____ Date _____
(or other responsible party)

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 executed _____

Personnel Forms received _____

Payment received _____

Other notes: _____

