

DIXON



GALLERY & GARDENS

The Dixon offers private, nonprofit, corporate, and wedding event rental. Private event rental is available to Dixon members at the \$1000.00 Sustainer level or higher; some exceptions may apply. Corporate event rental is available to corporate groups with an active corporate level Dixon partnership at any level; discounts may be available depending on partnership level and package. Nonprofit event rental is available to certified 501c3 organizations, in addition to certain organizations focused on art, gardens, and/or education. Wedding rental information is available via the Dixon website and directly from the Venue Rental Coordinator.

Pricing varies based on time of day and day of week. Weekday rental is generally considered Tues.-Thurs. and weekend rental is generally considered Fri.-Sun.; the Dixon does not offer rental on Mondays.

The Dixon can book private (non-wedding) events three to six months in advance, depending on the date and season. Corporate events may book weekday events up to a year in advance and weekend events up to six months in advance. Nonprofit events are generally not booked any further out than three months in advance; some exceptions may apply.

For additional information, availability, and detailed pricing, please contact the Venue Rental Coordinator at scatmur@dixon.org or 901-761-5250 ext. 101.

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VENUE RENTAL FAQS

Which individuals and organizations may rent a venue at the Dixon?

- Corporate events: Corporate Partners at the Contributor, Supporter, Benefactor, or Guarantor level
- Private events and weddings: Dixon Life Members and members at the Sustainer level or higher
- Nonprofit events: 501c3 organizations, in addition to organizations focused on art, gardens, and/or education

What events are not allowed at the Dixon?

- Proms, dances, and sorority/fraternity parties and dances
- Political and religious events/services (religious wedding ceremonies *are* allowed)
- Fundraisers, including but not limited to auctions, raffles, markets, and ticketed events
- Art and garden exhibitions (excluding those organized by the Dixon)

What is provided by the Dixon as part of venue rental?

- Parking (and a parking lot guard, at the Dixon's discretion); valet service is not available
- On-site manager-on-duty to manage and maintain the venue (event coordination services are not available)
- Selection of tables and chairs, plus setup and breakdown of those items
- *On-site catering is provided by Park+Cherry by Chef Phillip Dewayne; contracts and payments relating to food and beverage service are handled directly by Park+Cherry by Chef Phillip Dewayne and catering fees are **not** included as part of the venue rental fee. Outside catering is not allowed.*

What is not provided or offered by the Dixon?

- Table linens
- Floral, décor, and decorative furniture such as bars and lounge furniture
- Set up of rental items or personal items

When can my rental and personal items be delivered and removed?

All deliveries, setup, clean-up, and pick-ups must take place within your contracted time frame; any exceptions must be approved in advance by the Dixon.

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HUGHES PAVILION GENERAL INFORMATION & AMENITIES

The Hughes Pavilion is a classically designed brick building featuring floor-to-ceiling windows and large skylights, catering kitchen, multi-stall restrooms, and outdoor patio spaces. The space includes an unlit white top tent over the main outside patio, installed seasonally (mid-March through mid-November).

This venue may be used for wedding events as well as corporate, nonprofit, and private events. Rental includes use of the whole venue, including all connected patios; garden areas are not included, except for wedding ceremony use.

CAPACITY

General capacity is 200 guests. Clients are discouraged from going over capacity in order to help ensure guest comfort, parking availability, and to minimize wear-and-tear. Capacity for common setups:

- 125 cocktail-style/standing reception (inside-only), or up to 200 if using the outside patios too
 - 100 seated, theater-style (inside-only)
 - 25-35 seated, classroom-style (inside-only)
 - 20-30 seated, U-shape or square shape (inside-only)
 - 80-100 seated, round tables (10, 60" round tables with 8-10 chairs each; inside-only)
 - 100-120 seated, long tables in rows (mix of 6ft. and 8 ft. tables; inside-only)
 - 150 seated, table sizes vary, inside *and* on the main patio
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AMENITIES*

- 10 60" round tables
- 6 48" round tables
- 11 36" round table tops**
- 6 30" round table tops**
- 4 8ft. long/rectangular tables
- 9 6ft. long/rectangular tables
- 100 Banquet chairs

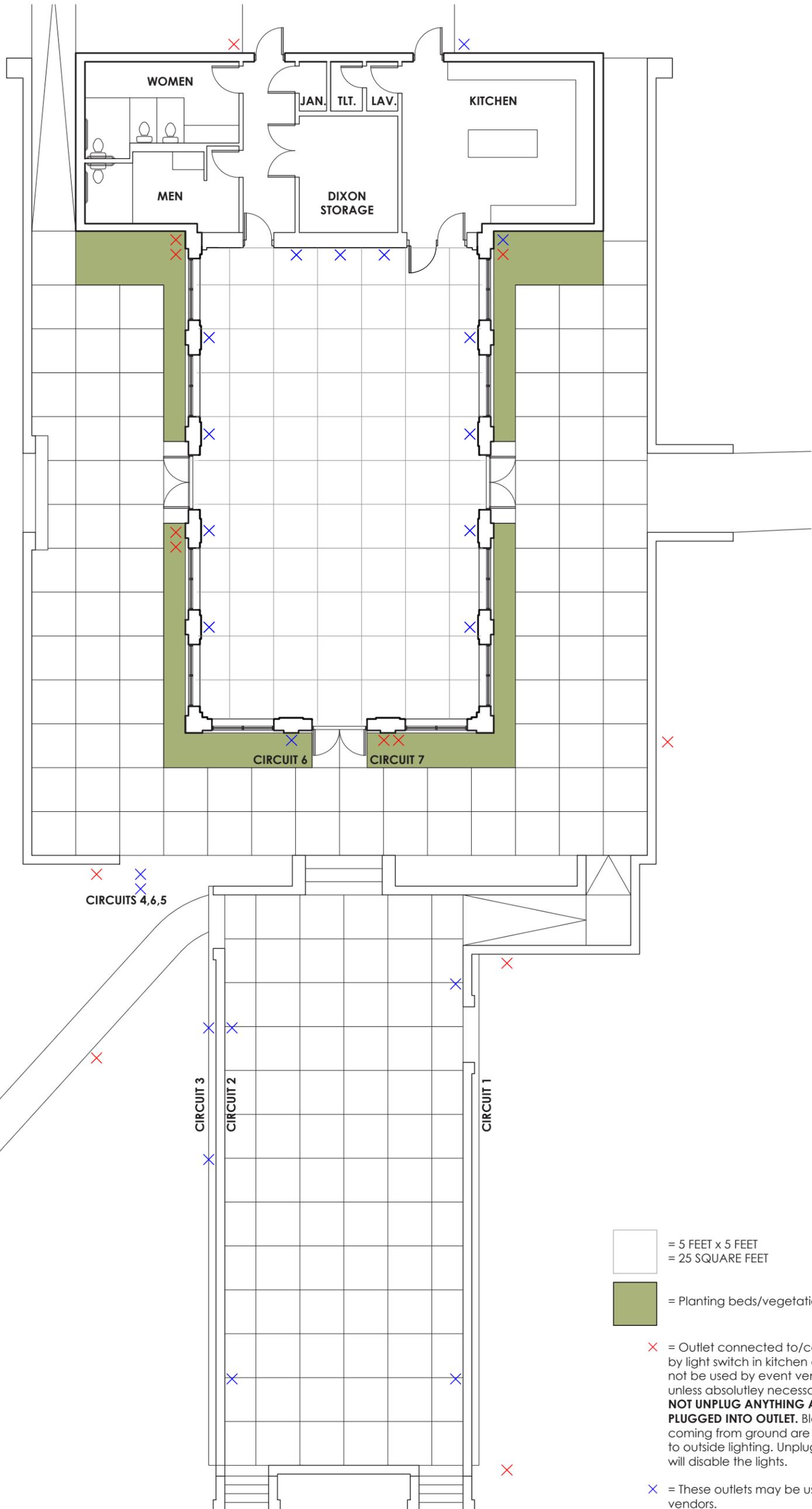
Projector screen (built-in/non-moveable) + *unequipped* AV cart (projector, speakers & mic, and laptop are **not** included or available)

WiFi (Network name: DixonGardensGuest, Password: art2grow)

**These tops are used with detachable bases and poles to allow for seated or standing height. 8 adjustable poles, 20 seated height poles, and 6 standing height poles are available, along with 18 table bases.

*Please contact the Dixon at least two (2) weeks prior to your event to confirm availability.

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HUGHES PAVILION



CHERRY ROAD

SERVICE ROAD

BOWLIN STAGE

PICNIC LAWN

KANEKO ALLEE

HUGHES PAVILION AND TERRACE

WOODLAND GARDEN

SOUTH LAWN

MORROW LAWN

GARDENS OFFICE

LEARNING GARDENS

MEMPHIS GARDEN CLUB CUTTING GARDEN

BUS & SERVICE ENTRANCE

LIZ AND TOMMY FARNSWORTH EDUCATION BUILDING

MUSEUM & CAFÉ ENTRANCE

ADMISSIONS

POTTING HUB

MAIN ENTRANCE

PARK AVENUE

