

# 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](mailto: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.



## **WINEGARDNER AUDITORIUM GENERAL INFORMATION & AMENITIES**

The Winegardner Auditorium is a banquet room located within the main museum building, featuring the Adler Pewter Collection and a selection of paintings from the Dixon's Permanent Collection. It includes a permanent wood stage with projector screen, projector, and podium with microphone; gallery access is included with rental (access times vary). This space may be used for corporate and nonprofit events, as well as some private events; weddings and rehearsal dinners may not be booked at this space. All setup should take place within the room itself.

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### **CAPACITY**

Capacity is 250 guests. Clients are discouraged from going over capacity to help ensure guest comfort, parking availability, and to minimize wear-and-tear. Capacity for common setups:

- 200-250 standing reception
  - 200 seated, theater-style
  - 75 seated, classroom-style
  - 120-150 seated, round tables (15, 60" round tables with 8-10 chairs each, leaving the stage free of tables)
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### **AMENITIES**

- 10** 60" round tables
- 3** 48" round tables
- 6** 32" round low/seated height tables
- 9** 32" round tall/standing height tables
- 5** 8ft. long/rectangular tables
- 16** 6ft. long/rectangular tables
- ~180** Banquet chairs

**Projector screen** (built-in/non-moveable) + **projector** (HDMI connection near the podium) + podium with **wireless handheld microphone** + **lapel microphone**. AV may be accessed via HDMI or wirelessly.

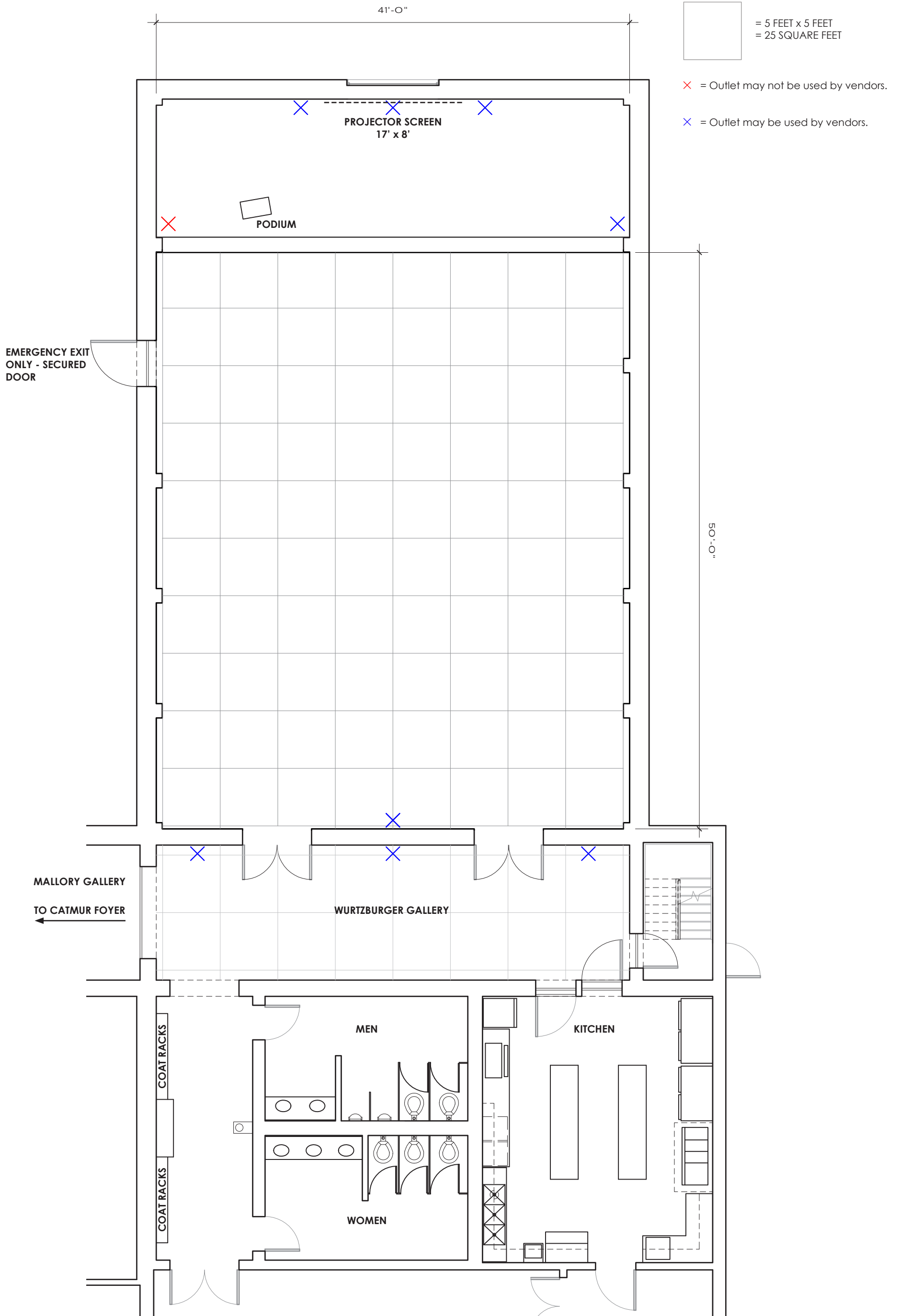
Personal items may be stored in lockers that are available down the hallway just outside of the space; a coat rack area is located by the lockers, and restrooms are also located in that hallway.

WiFi (Network name: DixonGardensGuest, Password: art2grow)

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## WINEGARDNER AUDITORIUM



SCALE: 1/8" = 1'-0"

THIS LINE MUST MEASURE 1 1/2" OR  
THIS SHEET HAS NOT BEEN PRINTED  
TO SCALE

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

