

The Dixon Gallery & Gardens offers the Hughes Pavilion as our wedding reception and rehearsal dinner venue, while two garden locations—the South Lawn and the Bowlin Stage—are offered for wedding ceremonies.

#### **HUGHES PAVILION CAPACITY & SIZE**

- Inside-only, the space can accommodate 80-100 seated, factoring on 10, 60" round tables with 8-10 chairs each OR 100-120 seated, factoring on three rows of long tables (a mix of 6' and 8' tables); neither setup will allow for more than a handful of additional tables due to space constraints. Use of the outside terraces can accommodate an additional 50-75 seats, depending on the setup. Cocktail-style events can accommodate 100-125 guests inside-only or up to 200 using both the inside and outside spaces.
  - The Dixon asks that weddings include no more than 200 guests, based on parking constraints, wear-and-tear on the space, and guest comfort. Wedding groups that have larger guest lists may incur an additional fee.
- The inside space is ~30'x50', the main terrace is ~30'x65', and the side terraces are each ~15'x65'.
  - It is best to tent the full terrace, from the end up to the building; please consult a rental company to confirm appropriate tent sizes. The Dixon does not provide tenting.
  - Garden locations may not be tented, and the side terraces at the Hughes Pavilion may only be tented with special permission from the Dixon.
  - All back-to-back wedding groups (i.e. Fri. and Sat. or Sat. and Sun.) must use the same tent and tent company if both want a tent. If one doesn't want a tent, the Venue Rental Coordinator must be informed as soon as possible in order to arrange tent setup and breakdown times to accommodate both groups.
- **Ceremonies:** The South Lawn ceremony location can accommodate 200+ guests. The Bowlin Stage ceremony location can accommodate 200 guests.

#### **PRICING**

**PLEASE NOTE:** Wedding pricing has changed as of April 22, 2019 and the new pricing listed below is in effect for any/all future bookings.

- **Ceremony-and-reception events:** \$6000.00, plus a separate, refundable \$400.00 damage deposit. \$1000.00 of the \$6000.00 rental fee goes towards a Sustainer level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$111.00.
  - Groups are guaranteed 12 hours of time on property on the day of the wedding, to take place any time between 10am and 12am (Fri. and Sat.) or 12pm and 12am (Sun.). This time frame is to include/cover time needed for setup, deliveries, the event, breakdown, and pick-ups.
  - **Schedule of payments:** At contract-signing, the \$1000.00 membership part of the rental fee + an additional \$1000.00 of the rental fee + the \$400.00 separate, refundable damage deposit are due (\$2400.00 total). The remaining \$4000.00 is due one (1) month before the wedding.

- **Reception-only events and rehearsal dinners:** \$5500.00, plus a separate, refundable \$400.00 damage deposit. \$1000.00 of the \$5500.00 rental fee goes towards a Sustainer level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$111.00.
  - Groups are guaranteed 10 hours of time on property on the day of the wedding, to take place any time between 10am and 12am (Fri. and Sat.) or 12pm and 12am (Sun.). This time frame is to include/cover time needed for setup, deliveries, the event, breakdown, and pick-ups.
  - **Schedule of payments:** At contract-signing, the \$1000.00 membership part of the rental fee + an additional \$1000.00 of the rental fee + the \$400.00 separate, refundable damage deposit are due (\$2400.00 total). The remaining \$3500.00 is due one (1) month before the wedding.
- **Ceremony-only events:** \$600.00, plus a separate, refundable \$100.00 damage deposit. \$150.00 of the \$600.00 rental fee goes towards a Young at Art level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$81.00.
  - Groups are guaranteed 3 hours of time on property on the day of the wedding, to take place any time between 10am and 8pm (Fri. and Sat.) or 12pm and 8pm (Sun.). This time frame is to include/cover time needed for setup, deliveries, the ceremony, breakdown, and pick-ups.
  - Additional hours may be purchased at a rate of \$100.00/hour, but must be arranged in advance through the Venue Rental Coordinator.
  - **Schedule of payments:** At contract-signing, the \$150.00 membership part of the rental fee + an additional \$100.00 of the rental fee + the \$100.00 separate, refundable damage deposit are due (\$350.00 total). The remaining \$350.00 is due one (1) month before the wedding.

## **AMENITIES\***

\*These amenities **do not** apply to ceremony-only events. Ceremony-only information is found in the section immediately following this.

- **100 banquet chairs and a selection of tables**, for use inside the Hughes Pavilion and on the Hughes Pavilion terraces. Dixon tables and chairs may not be used anywhere except at the Hughes Pavilion (inside and terraces); ceremony chairs must be rented.
- **Parking and a parking lot guard.** Valet services are not offered and the Dixon does not provide decorative signage or greeters to direct guests.
- **Use of the Hughes Pavilion catering kitchen.** Guests may choose a caterer from the Dixon's approved list or choose an off-list caterer, provided the caterer submits up-to-date copies of their business license and certificate of liability insurance (\$1mil or more, with the Dixon listed as the certificate holder) to the Dixon; caterers must also review and sign the Dixon's catering guidelines. Wedding groups may bring in their own alcohol but all alcoholic beverages must be served by ABC-certified and insured bartenders. The kitchen has an ice machine, sinks, double-door fridge, and double-door warming oven, as well as expansive prep space; cooking may not be done in the kitchen, on the terraces, or in the main room.
- **Permanent projector screen and unequipped rolling cart for AV equipment.** AV equipment, including projector and sound system, must be rented. The screen is located on the wall in between the kitchen and bathroom hallway and it is stored in the ceiling when not in use.
- **One photography session**, for engagement pictures or bridal portraits, with the photographer of your choice, to be scheduled through the Venue Rental Coordinator. Photo sessions must be scheduled during museum hours, unless the Venue Rental Coordinator approves an alternate option. Wedding groups are welcome to take pictures on property during their time frame on property on their wedding (or rehearsal dinner) day.
- **Ceremony rehearsal in the gardens.** Rehearsals can last up to two hours and may not start earlier than 10am or end after 7pm. *Rehearsal time is NOT guaranteed the day before the wedding* but the Dixon will make every effort to schedule a time that is both convenient for the wedding group and doesn't interfere with other events on property during the days leading up to the wedding.
- **Leatherman Meeting Room access.** This space—located in the main museum building, off of the business office—may be used as a pre-ceremony waiting area for the wedding party for ceremony-and-reception groups, generally 1-2 hours before the ceremony; it may also be used as a place for the wedding party and

couple to change into their wedding clothes when they arrive. This space is not currently offered as a “getting ready” (hair and makeup) room. Please speak to the Venue Rental Coordinator for additional details.

- **Access to a Dixon manager-on-duty during the event.** The manager-on-duty (MOD) will manage the venue and ensure that vendors are following Dixon rules and guidelines. The MOD will check on lighting, temperature, and bathroom cleanliness throughout the event, as well as help as needed with directing deliveries and guests. *The MOD does NOT function as an event planner or coordinator* and the Dixon recommends all wedding groups hire an event coordinator for at least the day of the event. During daytime setup, a separate MOD will be on property to check in on the venue throughout the day while managing the museum.

### CEREMONY-ONLY EVENTS

- **Ceremony-only events can only be booked up to three (3) months in advance and no further and they may not be scheduled on a day when the Dixon has already scheduled another wedding event. The Dixon reserves the right to refuse to book ceremony-only events for any reason.**
- In the case of inclement weather, inside or covered space is not reserved or guaranteed. The Hughes Pavilion, including the terraces, is not included in ceremony-only rental. Bathroom access will be provided.
- All ceremony-only groups may schedule a one hour rehearsal that may take place between 10am and 6pm (Mon.-Sat.) or 12pm and 6pm (Sun.). Rehearsals *are not guaranteed to take place the day before the wedding* and they must be scheduled through the Venue Rental Coordinator.
- Ceremony-only groups must provide their own chairs and décor and all setup and clean-up must take place within their contracted time frame. Food and drink, including champagne and cake, are not allowed.
- **Leatherman Meeting Room access.** This space—located in the main museum building, off of the business office—may be used as a pre-ceremony waiting area for the wedding party for ceremony-and-reception groups, generally 1-2 hours before the ceremony; it may also be used as a place for the wedding party and couple to change into their wedding clothes when they arrive. This space is not currently offered as a “getting ready” (hair and makeup) room. Please speak to the Venue Rental Coordinator for additional details.

### ADDITIONAL INFORMATION

- Wedding receptions, rehearsal dinners, and ceremony-and-reception events can only be booked as far out as one year in advance and availability cannot be confirmed any earlier. For example, all April 2022 dates may be booked for these types of events starting April 1, 2021.
- The Winegardner Auditorium and main museum building may not be used for any wedding events.
- In the event of inclement weather, The Dixon does not offer and cannot guarantee indoor space for wedding ceremonies and recommends wedding groups plan on tenting the main terrace at the Hughes Pavilion in order to use this area for the ceremony. Please consider temperature, weather, and guest list size when considering whether or not the Dixon will work for your wedding event.
- The Dixon allows wedding groups to choose vendors who fit their style and budget, but we encourage groups to choose vendors who have worked at the Dixon before and who are familiar with the venue. New vendors or vendors who have not worked at the Dixon recently are encouraged to schedule a time to meet with the Venue Rental Coordinator to visit the venue and ask questions; they will also be asked to review and sign vendor guidelines.
- Please speak to the Venue Rental Coordinator for rules regarding date changes and cancellations.

*Additional information can be found on the **Wedding Venue Rental FAQs** document.*

**Q) Does the Dixon provide wedding coordination or planning services?**

- A) No. The Dixon strongly recommends that couples work with a wedding coordinator to assist with planning and day-of coordination. The Dixon's Venue Rental Coordinator manages the venue and bookings and is available to answer questions and assist, as able, with wedding and venue-specific needs, but cannot provide coordination services, such as booking vendors, creating itineraries, or assisting with decorative design.

**Q) Will the Dixon have a staff member available on property on my wedding day?**

- A) Yes. A Dixon manager-on-duty (MOD) will be on property during regular museum hours to manage the property and assist, as able, with wedding-related activities. An MOD for the wedding itself will arrive at least one hour before the wedding starts, to be available during the wedding itself, as well as during break-down. The wedding MOD is in charge of maintaining the venue during the wedding and will adjust facility lighting and temperature, restock bathrooms, work with the parking lot guard, and check in with vendors. MODs will be given all of the pertinent information about your wedding, including the floor plan and vendor list with times, as well as the itinerary and rental lists, if available.

**Q) Does the Dixon have a bridal suite or “getting ready” room available?**

- A) No. The Dixon recommends that wedding parties get ready at a salon, home, hotel, or Airbnb. When available, the Dixon can offer the Leatherman Studio, located inside the main museum building, as a waiting room for ceremony-only and ceremony-and-reception wedding parties prior to the start of their ceremony. For additional information, availability, and rules for using the space, please contact the Venue Rental Coordinator.

**Q) I want my pet to take part in my wedding—are pets allowed on the property?**

- A) Dogs and other pets and animals are not allowed on the property, with the exception of service animals. Any involvement of a pet must be reviewed and approved in advance by the Venue Rental Coordinator.

**Q) Where are photographs and videography permitted?**

- A) You may use any area at the Hughes and anywhere in gardens, as long as you and your photographer(s) and/or videographer(s) stay on pathways and on the lawns; you may not stand in flower beds or walk off of pathways, and photos may not be taken inside the museum building. Along with time on the wedding day, couples also receive two hours of time outside of their booked date to take engagement and/or bridal portrait photographs—this must be scheduled in advance and must take place during regular museum hours, unless another time is approved by the Venue Rental Coordinator.

**Q) Is a wedding rehearsal included in the price for a ceremony-and-reception or a ceremony-only?**

- A) Yes. *For a ceremony-and-reception:* The wedding party may schedule a rehearsal for a day and time agreed upon by the Venue Rental Coordinator. It can be two hours total and cannot last later than 7:00pm. *For a ceremony-only:* The wedding party may schedule a rehearsal for a day and time agreed upon by the Venue Rental Coordinator. It can be one hour total and cannot last later than 6:00pm. The Dixon cannot guarantee that a time will be available the day immediately before your wedding due to the possibility of other scheduled events or conflicts; rehearsal time is generally confirmed 3-6 months out from the wedding.

**Q) We are having our wedding ceremony in the gardens/on the lawn. Do we need to rent chairs?**

- A) Yes. The Dixon's chairs are only available for use inside the Hughes Pavilion and on the connected terraces.

**Q) Do you offer any inside locations for the ceremony in the event of rain or bad weather?**

- A) No. The Dixon recommends renting or reserving a tent for the main terrace at the Hughes and hosting the ceremony under the tent.

**Q) Are the ceremony areas or the terraces at the Hughes Pavilion lit overhead?**

- A) There are no overhead lights over any of the Hughes terraces. Lighting is needed over the main terrace at the Hughes and it is strongly recommended for any bars on the side terraces; votive candles are recommended for seated tables and bistro tables on the side terraces. Both ceremony locations have ambient lighting, but please consider Daylight Savings Time and sunset when scheduling your ceremony.

**Q) Can the Hughes Pavilion accommodate an event tent?**

- A) Yes. The main, large outside terrace may be tented, but the Dixon does not provide the tent. Side terrace tents are not allowed without prior permission from the Dixon and they may not be allowed at all if there is a risk of plant or building damage. Wedding ceremony locations in the gardens may not be tented. Tent set up and break down must be scheduled and approved by the Venue Rental Coordinator in order to prevent interference with any other events, and back-to-back event groups that both want a tent must use the same tent and tent company for their tent. Tents may be provided by Amerispan Tents or Mahaffey Tent & Event Rental; any other companies must be approved in advance by the Dixon.

**Q) What may be used for the wedding throw/send-off?**

- A) In order to protect plants and wildlife and to keep the gardens clean and beautiful for all visitors, the Dixon only allows natural flower petals, such as rose petals or lavender; bubbles and bubble machines may be used, as well as items that can be waved (pom-poms, bells, glow sticks, etc.). You may not use sparklers or throw rice, glitter, confetti (including eco-fetti), or bird seed, or use anything involving excessive clean-up.

**Q) Can my event extend past 11pm?**

- A) No. Residential noise codes in the area require that music and events stop at 11pm. Late-night events ending at 11pm should use the hour between 11pm and midnight for clean-up and vendor item break-down.

**Q) When can my rentals and personal items be delivered and set up, and when can they be removed?**

- A) All deliveries, setup, clean-up, and pick-ups must take place within your contracted time frame; this includes linens and dishes, floral and décor, food and drink, personal items, and any non-Dixon chairs and tables. Tents are generally an exception to this rule—the Venue Rental Coordinator will contact your tent company, once confirmed, to schedule install and removal. Any exceptions for delivery/setup or breakdown must be approved in advance by the Dixon.

**Q) What is expected of us and our vendors at the end of the night during clean up?**

- A) Caterers and bartenders are responsible for removing all trash and leftover food and drink in and around the building and pathways. The kitchen must be mopped, equipment must be wiped out and turned off, and counters and cabinets must be wiped down. Any items that haven't been approved to stay overnight must be removed. Clients are not expected to vacuum, move Dixon tables or chairs, or clean restrooms.

**Q) Can my guests leave vehicles on property overnight?**

- A) Yes. Vehicles may be left on property overnight; vehicles that are blocking other vehicles, buildings, or access points, and any vehicles left on property for more than one week, will be towed at the owner's expense. For Saturday weddings, please note that the Dixon is open from 1pm-5pm on Sundays, and vehicles may only be picked up during this time frame; the Dixon cannot accommodate before-hours or after-hours vehicle pick-up. The Dixon is not responsible for the safety of vehicles or any items left in vehicles.

*Please contact the Venue Rental Coordinator for additional details about any of the below.*

**Q) What individuals and organizations may rent a venue at the Dixon?**

- A) Corporate event rental is available to corporate groups with an active corporate level Dixon membership. Private event rental is available to Dixon Life Members and members at the Sustainer level or higher (with some exceptions). Non-profit event rental is available to certified 501c3 organizations, in addition to certain organizations focused on art, gardens, and/or education.

**Q) What events are not allowed at the Dixon?**

- A) The venue rental rules and guidelines approved by the Dixon's Board of Trustees do not allow the Dixon to rent out venues for proms/dances or sorority/fraternity functions, or for events of a primarily political or religious nature (wedding ceremonies *are* allowed). In addition, fundraisers—including but not limited to auctions, raffles, and ticketed events—are prohibited unless the funds solely and directly benefit the Dixon.

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

- A) Parking (and a parking lot guard, at the Dixon's discretion), catering kitchen (some exceptions apply to Winegardner Auditorium rental), on-site manager-on-duty, a selection of tables and chairs, and initial set-up plus break-down of Dixon tables and chairs.

**Q) What is not provided by the Dixon?**

- A) Table linens, catering, music, bartenders and alcohol, floral and décor, decorative furniture, and tents. The Dixon is not responsible for set up or breakdown of rentals or personal items. Removal of trash is the responsibility of the caterer and/or rental client.

**Q) When can my rental and personal items be delivered and set up, and when can they be removed?**

- A) 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.

**Q) What are the duties of the Dixon manager-on-duty?**

- A) The manager-on-duty (MOD) ensures the safety of guests by overseeing the property and monitoring the event and venue. An MOD will also be available to help direct guests and vendors, and to maintain the facility (check lighting and temperature, stock restrooms, etc.). The manager-on-duty does not function as an event coordinator, nor does the Venue Rental Coordinator.

**Q) May I use my own caterer that is not on the approved list?**

- A) Yes, with some exceptions. The Dixon must approve the caterer in advance. The caterer must be licensed and insured, and they must review and sign the Dixon's catering guidelines—all of this must be on file with the Dixon before your event. Catering restrictions apply to Winegardner Auditorium rental, as this space utilizes the kitchen used by Park & Cherry Café.

**Q) What are the Dixon's alcohol and bartending policies?**

- A) You may supply your own alcohol including beer, wine, and liquor; kegs are not allowed for Winegardner Auditorium rental, but they may be used, outside-only, for Hughes Pavilion rental. Bartenders must be ABC certified and insured, and bar(s) must be manned at all times during the event; a stocked bar may not be left unattended, including before and after an event. The Dixon expects bartenders to set up and break down their bar(s) properly, including removal of trash and unused alcohol. Only guests age 21 and up may be served alcohol, and alcoholic drinks cannot be self-served. The Dixon reserves the right to terminate service to individuals as deemed appropriate, and rental groups and/or their caterer/bartending service may be fined if any situations arise relating to bar service.



The Dixon is proud to work with **Chef Phillip Dewayne** as the chef-operator of Park & Cherry Café at the Dixon. For information about catering your event, please visit his website at <https://chefphillipdewayne.com/>, or contact Chef Phillip via phone ([901.602.9906](tel:901.602.9906)) or email ([chefphillipdewayne@gmail.com](mailto:chefphillipdewayne@gmail.com)).

## A Catered Affair

[www.facebook.com/pages/A-Catered-Affair/544536912228683](http://www.facebook.com/pages/A-Catered-Affair/544536912228683)  
901.921.8487  
[robin@robinjoyce.com](mailto:robin@robinjoyce.com)

## A Moveable Feast & Hog Wild Catering

<http://amoveablefeastcatering.com>  
<http://hogwildbbq.com>  
901.522.9453  
[hwsales@hogwildbbq.com](mailto:hwsales@hogwildbbq.com)  
[info@amoveablefeastcatering.com](mailto:info@amoveablefeastcatering.com)

## Another Roadside Attraction Catering

<https://www.facebook.com/anotherroadsideattractioncatering>  
901.525.2624  
[roadsidedb@gmail.com](mailto:roadsidedb@gmail.com)

## CFY Catering

[www.cfycatering.com](http://www.cfycatering.com)  
901.213.4514  
[catering@memphiseventgroup.com](mailto:catering@memphiseventgroup.com)

## Chef Phillip Dewayne

<https://chefphillipdewayne.com>  
901.602.9906  
[chefphillipdewayne@gmail.com](mailto:chefphillipdewayne@gmail.com)

## Cindy Krag Catering

[www.cindykragcatering.com](http://www.cindykragcatering.com)  
901.734.6456  
[cindykragcatering@att.net](mailto:cindykragcatering@att.net)

## Club Windward

[www.clubwindward.com](http://www.clubwindward.com)  
901.386.5870  
[clubwindward@clubwindward.com](mailto:clubwindward@clubwindward.com)

## Donelson's Catering

[www.donelsonscatering.com](http://www.donelsonscatering.com)  
901.757.4300  
[events@donelsonscatering.com](mailto:events@donelsonscatering.com)

## Draper's Catering

[www.draperscatering.com](http://www.draperscatering.com)  
901.385.7788  
[goodfood@draperscatering.com](mailto:goodfood@draperscatering.com)

## Elizabeth Heiskell Catering

<https://www.facebook.com/elizabethheiskellcatering>  
662.889.3005

## Fascinating Catering

[www.fascinatingcatering.com](http://www.fascinatingcatering.com)  
901.327.3008  
[info@fascinatingcatering.com](mailto:info@fascinatingcatering.com)

## Fork in the Road Catering

[www.forkntheroad.com](http://www.forkntheroad.com)  
901.276.4115  
[info@forkntheroad.com](mailto:info@forkntheroad.com)

## Fork it Over Catering

[www.forkitovercatering.com](http://www.forkitovercatering.com)  
901.278.0028  
[michelle@forkitovercatering.com](mailto:michelle@forkitovercatering.com)

## Heart & Soul Catering

[www.heartsoulcatering.com](http://www.heartsoulcatering.com)  
901.682.0041  
[info@heartsoulcatering.com](mailto:info@heartsoulcatering.com)

## Iris Etc. Catering

[www.irisetc.com](http://www.irisetc.com)  
901.504.8400  
[catering@chefkellyenglish.com](mailto:catering@chefkellyenglish.com)

## Just in Thyme Foods

[www.justinthymefoods.com](http://www.justinthymefoods.com)  
901.266.3663  
[info@justinthymefoods.com](mailto:info@justinthymefoods.com)

## Me and My Tea Room Catering

[www.meandmytearoomcatering.com](http://www.meandmytearoomcatering.com)  
901.872.7798  
[cat\\_bow@msn.com](mailto:cat_bow@msn.com)

## Off The Square Catering

[www.offthesquarecatering.com](http://www.offthesquarecatering.com)  
901.728.6085  
[neely@offthesquarecatering.com](mailto:neely@offthesquarecatering.com)

## One & Only BBQ

[www.oneandonlybbq.com](http://www.oneandonlybbq.com)  
901.623.1694  
901.270.6555

## Paradox Catering & Consulting

[www.paradoxcuisine.com](http://www.paradoxcuisine.com)  
901.619.1196  
[event@paradoxcuisine.com](mailto:event@paradoxcuisine.com)

## Randy Jefferson Catering

<http://www.randyjeffersoncatering.com>  
901.497.1470  
[randyjeffersoncatering@gmail.com](mailto:randyjeffersoncatering@gmail.com)

## River Oaks Restaurant

<http://www.riveroaksrestaurant.com/catering-private-dining>  
901.683.9305  
[colleen@riveroaksrestaurant.com](mailto:colleen@riveroaksrestaurant.com)

## Simply Delicious Caterings & Corky's BBQ

[www.sdcmemphis.com](http://www.sdcmemphis.com)  
[www.corkysbbq.com](http://www.corkysbbq.com)  
901.682.9997 (SDC)  
901.685.9744 (Corky's)  
[sales@sdcmemphis.com](mailto:sales@sdcmemphis.com)

## SUGGESTED RENTAL VENDORS

### Amerispan Tents

[www.amerispantentsinc.com](http://www.amerispantentsinc.com)  
901.387.0110 or 901.240.7067  
[michaeltidwell@hotmail.com](mailto:michaeltidwell@hotmail.com)

### Mahaffey Tent and Event Rentals

[www.mahaffeytent.com](http://www.mahaffeytent.com)  
901.871.0606  
[sales@mahaffeytent.com](mailto:sales@mahaffeytent.com)

### White Door Events

[www.whitedoorevents.com](http://www.whitedoorevents.com)  
901.567.3250  
[info@whitedoorevents.com](mailto:info@whitedoorevents.com)

### Party Connection

[www.partyconnection.us](http://www.partyconnection.us)  
901.309.9664  
[partymemphis@gmail.com](mailto:partymemphis@gmail.com)

### Affordable Party Rentals

[www.affordablepartyrentals.com](http://www.affordablepartyrentals.com)  
901.861.4800  
[affordableparty1@gmail.com](mailto:affordableparty1@gmail.com)

### Studio 1524 Salon

[www.studio1524.com](http://www.studio1524.com)  
901.552.5989  
[info@studio1524.com](mailto:info@studio1524.com)

### Elegant Chair Solutions (linens & chair covers only)

<http://elegantchairsolutions.com/>  
901.347.2473  
[info@elegantchairsolutions.com](mailto:info@elegantchairsolutions.com)



## Hughes Pavilion General Information & Amenities

The Hughes Pavilion is a classic brick building featuring floor-to-ceiling windows, catering kitchen, circular drive/loading area, and restroom facilities, as well as outdoor, uncovered terrace spaces. The largest terrace may be tented, with Dixon approval, by an approved outside tent company; the side terraces may not be tented without special permission. This venue is available for wedding receptions and rehearsals dinners, as well as for private, corporate, and non-profit rental.

### CAPACITY

#### **Using the inside space only:**

- 125-150 cocktail-style/standing reception
  - Wedding receptions are advised to set up music and dancing outside on the largest terrace due to space constraints and volume concerns indoors.
- 100 seated, theater-style
- 25-35 seated, classroom-style
- 20-30 seated, U-shape or square shape
- 80-100 seated, round tables (10, 60" round tables with 8-10 chairs each)
- 100-120 seated, long tables in rows (mix of 6ft. and 8 ft. tables)

Use of the outside, uncovered terrace spaces in addition to the inside space allows for approx. 200 total for a cocktail-style event or standing reception, or approximately 150-175 total seated, using both the inside and outside for seated tables. Capacity, in general, can vary depending on your setup needs; all numbers are approximate. Going over capacity (200 guests) may result in a fee.

### EQUIPMENT AVAILABLE

The following is a list of equipment that is available with Hughes Pavilion rental; Dixon staff will set up and break down these items. Dixon tables and chairs may only be used at the Hughes Pavilion, on hard surfaces only; they may not be used elsewhere on the property. Additional equipment rental, such as a tent, linens, or additional chairs, is the responsibility of the client reserving the venue; rentals and personal items will not be installed or removed by Dixon staff.

- |            |  |
|------------|--|
| <b>12</b>  | 60 inch round tables   |
| <b>6</b>   | 48 inch round tables   |
| <b>12</b>  | 36 inch round table tops*  |
| <b>6</b>   | 30 inch round table tops*  |
| <b>9</b>   | 6 foot tables  |
| <b>4</b>   | 8 foot tables  |
| <b>100</b> | Banquet chairs   |
| <b>1</b>   | Projector screen (built-in) and <i>unequipped</i> AV cart (projector and laptop <i>not</i> included) |

\*These tops are used with poles and bases and they can be adjusted to seated/short 30" height or bistro/tall 42" height. We have 9 adjustable poles, 19 short poles, and 6 tall poles; we have 20 table bases.

Wifi access is available at the Hughes Pavilion, using the network **DixonGardensGuest** and password **art2grow**.

# DIXON

GALLERY & GARDENS

HUGHES PAVILION

