



@Mary Kate Steele Photography



@Camille Leigh Photography



@Lindsey Fisher Photography



Courtesy of the Dixon

Hughes Pavilion

PRIVATE EVENT BROCHURE

Whether celebrating a birthday, welcoming a new baby, or hosting a special gathering, the Hughes Pavilion provides the perfect setting year-round. You can host events like showers, reunions, and anniversaries in a beautiful indoor/outdoor setting to create your perfect party.

DIXON
GALLERY & GARDENS

FEATURES

Prime Location:

Conveniently located in the heart of East Memphis.

Flexible Timing:

Daytime rentals (Saturday and Sunday) and evening rentals (Friday-Sunday) available.

Included Amenities:

Tables, chairs, and parking provided.

Seasonal Tenting:

Mid-March through mid-November, a crisp white tent covers the largest patio at the Hughes Pavilion.

On-Site Catering:

Delicious food and exceptional service by Park + Cherry, led by Chef Phillip Dewayne.

Vendor Flexibility:

Bring in vendors that match your style and budget.

Stunning Garden Views:

The perfect natural backdrop for any occasion!

Read on to view additional details about these features and more.

DIXON GALLERY & GARDENS

4339 Park Avenue
Memphis, TN 38117

Venue Rental Coordinator:

Hannah Reasons

hreasons@dixon.org

901-761-5250 ext. 101

www.dixon.org/venue-rental

Event Pricing

Booking Availability: within 6 months of the event date, pending Dixon availability.

All events require a **4-hour minimum**, which includes:

- 1 hour for setup + 2 hours of event time + 1 hour for cleanup.
 - For additional hours, please check with the venue coordinator regarding availability and pricing.
 - All evening events must conclude by 11 PM, and on Sundays, 10 PM.

All private events require a \$1,000 sustainer-level **membership**, which begins at contract signing and lasts for one year.

Hourly Rates

Day of Week	Timeframe	Hourly Rate
Tuesday-Thursday	9 AM - 5 PM	\$200/hr
	5 PM - 12 AM	\$425/hr
Friday	9 AM - 5 PM	\$200/hr
	5 PM - 12 AM	\$500/hr
Saturday	9 AM - 5 PM	\$450/hr
	5 PM - 12 AM	\$500/hr
Sunday	11 AM - 5 PM	\$450/hr
	5 PM - 12 AM	\$500/hr

Sample Costs

Event Type	Hours	Example Timing	Rental Fee	Membership	Damage Deposit	Total Cost
Daytime Tues.-Thurs.	4 hours	10 AM - 2 PM	\$800	\$1,000	\$500 (refundable)	\$2,300
Evening Tues.-Thurs.	4 hours	5 PM - 9 PM	\$1,700	\$1,000	\$500 (refundable)	\$3,200
Daytime Friday	4 hours	10 AM - 2 PM	\$800	\$1,000	\$500 (refundable)	\$2,300
Evening Friday	8 hours	3 PM - 11 PM	\$3,400	\$1,000	\$500 (refundable)	\$4,900
Daytime Saturday	4 hours	12 PM - 4 PM	\$1,800	\$1,000	\$500 (refundable)	\$3,300
Evening Saturday	8 hours	3 PM - 11 PM	\$3,900	\$1,000	\$500 (refundable)	\$5,400
Daytime Sunday	5 hours	12 PM - 5 PM	\$2,250	\$1,000	\$500 (refundable)	\$3,750

Payment Schedule

Daytime and Evening Events

- Due at Signing: 50% of full rental fee (includes Dixon membership and partial rental fee; non-refundable).
- Due One Month Before Event: Remaining rental fee + \$500 damage deposit (damage deposit refundable).

Late Bookings:

If booked one month or less before the event date, the full rental fee + damage deposit is due at signing.

Additional Notes

- Setup and Cleanup: All setup, event time, cleanup, and pick-ups must occur within the contracted time.
 - Membership Contribution: \$1,000 of the rental fee contributes to a tax-deductible Dixon membership at the Sustainer level, valid for one year.
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EVENT CAPACITY

Capacity & Size:

❖ Hughes Pavilion Dimensions:

- Inside: Approximately 30'x 50'
- Largest Patio: Approximately 30'x 65'
- Side Patios: Each approximately 15'x 65'

❖ Maximum Capacity:

- Events can accommodate up to **200 guests** (for a standing reception) using both indoor and outdoor spaces. Groups larger than this are discouraged and may incur additional fees to address venue wear-and-tear.

❖ Seating Capacity:

- **Inside Only:** 80-100 guests (varies by table size and space for food, drinks, cake, etc.).
 - **Combined Indoor and Outdoor Spaces:** Up to 175 seated, depending on table setup and arrangement.
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AMENITIES

- **Tenting:** From mid-March through mid-November each year, a white top tent will be installed over the main patio at the Hughes Pavilion.

- **Upgrades:**

The tent top can be upgraded to a clear top, and additional tenting, walls, heaters, or air conditioning must be arranged directly with Amerispan Tents by contacting Michael Tidwell at michael@amerispantents.com. Lighting, décor, or fans for the tent can be

coordinated with a vendor of your choice.

- **Lighting and Décor:** Lighting and décor for the tent may be arranged through the vendor of your choice.
 - **Tables and chairs:** 100 banquet chairs and a selection of tables is available for use at the Hughes Pavilion. Table linens are *not* provided.
 - **Parking:** Parking is available for both guests and vendors. If deemed necessary by the Dixon, a parking lot security officer will be stationed at the front gate for the full duration of the event. Please note, valet service is not provided or included by the Dixon. If you choose to arrange your own valet service, you must inform Dixon's venue rental coordinator in advance.
 - **Dixon manager-on-duty:** During the duration of your event, a Dixon manager-on-duty will be on property to manage the venue and assist as able; the Dixon does not offer event coordinating services.
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ADDITIONAL PERKS

- **Photography:** Photos may be taken anywhere in the Dixon gardens.
- **On-Site Catering:** Delight your guests with beautifully plated and displayed food and drinks from the Dixon's exclusive on-site caterer, Park+Cherry by Chef Phillip Dewayne.
- **Vendor Flexibility:** The Dixon is open to working with most vendors in the area, allowing you to pick your florist, rental company, and more to create your dream team. Vendors should be insured and be familiar with Dixon venue use guidelines.
- **Membership Perks:** Enjoy exclusive benefits as a Dixon member, including:
 - Discounted tickets to events and workshops.
 - Discounts at the gift shop and café.
 - Invitations to special events.
 - Reciprocal privileges at museums and gardens nationwide.