



Winegardner Auditorium

PRIVATE EVENT BROCHURE

Whether it's a class reunion, company luncheon, or a seminar, the Winegardner Auditorium provides the perfect setting year-round. This versatile space is connected to the Dixon's galleries and is perfect for meetings, dinners, and special events.



FEATURES

Prime Location:

Conveniently located in the heart of East Memphis.

AV Amenities: Includes a projector, large screen, podium, microphone, and lapel microphone for seamless presentations and events.

Year-Round Comfort:

Temperature-controlled for all seasons, ensuring your guests' comfort.

Customizable Lighting:

Equipped with an LED lighting system to set the perfect ambiance for any occasion.

Gallery Access: Enjoy complimentary access to the galleries during museum hours (before 5 PM Tues-Sat.); evening access available for additional fee.

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: typically 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	10 AM - 5 PM	\$250/hr
	5 PM - 12 AM	\$400/hr
Friday	10 AM - 5 PM	\$250/hr
	5 PM - 12 AM	\$550/hr
Saturday	10 AM - 5 PM	\$350/hr
	5 PM - 12 AM	\$550/hr
Sunday	12PM - 5 PM	\$350/hr
	5 PM - 12 AM	\$550/hr

Sample Costs

Event Type	Hours	Example Timing	Rental Fee	Membership	Damage Deposit	Total Cost
Daytime Tues.-Thurs.	4 hours	10 AM - 2 PM	\$1,000	\$1,000	\$500 (refundable)	\$2,500
Evening Tues.-Thurs.	4 hours	5 PM - 9 PM	\$1,600	\$1,000	\$500 (refundable)	\$2,600
Daytime Friday	4 hours	10 AM - 2 PM	\$1,000	\$1,000	\$500 (refundable)	\$2,500
Friday	8 hours	3 PM - 11 PM	\$3,800	\$1,000	\$500 (refundable)	\$5,300
Daytime Saturday	4 hours	12 PM - 4 PM	\$1,400	\$1,000	\$500 (refundable)	\$2,900
Saturday	8 hours	3 PM - 11 PM	\$4,000	\$1,000	\$500 (refundable)	\$5,500
Daytime Sunday	5 hours	12 PM - 5 PM	\$1,750	\$1,000	\$500 (refundable)	\$3,250

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.
 - Gallery Access: Complimentary access to the galleries is available during museum open hours (before 5 PM). Additional access after 5 PM is available at \$150/hour, starting at 5 PM.
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EVENT CAPACITY

Event Styles:

- Standing Reception: 200-250 guests.
 - Seated, Theater-Style: 200 guests.
 - Seated, Classroom-Style: 75 guests.
 - Seated, Round Tables: 120-150 guests (using 15, 60" round tables with 8-10 chairs each, leaving the stage free of tables).
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AMENITIES

Seating Options: A variety of tables and ~180 banquet chairs available for setups.

AV Equipment:

- Built-in projector screen (non-moveable) and projector with HDMI connection (or wireless) near the podium. Guest must provide their own laptop.
- Podium equipped with a wireless handheld microphone and lapel microphone.

Convenient Facilities:

- Lockers and coat rack area located just outside the space for personal item storage. Restrooms easily accessible in the same hallway.

Customizable Lighting: A modern LED lighting system allows you to set the perfect ambiance or incorporate company colors for a dynamic event experience.

Parking: Complimentary parking available for guests and vendors. If deemed necessary, a security officer may be stationed at the front gate for the duration of the event. Valet service is not provided by the Dixon. If

arranging your own valet, please notify the Dixon's venue rental coordinator in advance.

Dixon Manager-on-Duty: A dedicated manager-on-duty will be present during your event to oversee the venue and assist as needed. Please note: The Dixon does not offer event coordination services.

ADDITIONAL PERKS

Photography: Photos may be taken anywhere in the Dixon gardens or Winegardner Auditorium, but **not** permitted in the galleries.

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: Create your dream event by choosing your own florist, rental company, and other vendors. The Dixon welcomes most insured vendors who are familiar with our 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.