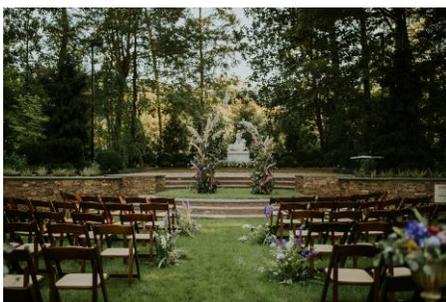




@Kelly Ginn Photography



@Emily Frazier Weddings



@Amy Hutchinson Photography

FEATURES

Location: Located in the heart of East Memphis, the Dixon is just a short drive away from hotels, shopping, and local dining and entertainment.

Time: Access the venue for up to 12 hours on your wedding or rehearsal dinner day.

Amenities: Utilize tables and chairs from the Dixon's inventory for your reception or dinner, take advantage of free parking, and more.

Tenting: Weddings scheduled for mid-March through mid-November can enjoy the convenience of a crisp white tent over the largest patio at the Hughes Pavilion.

On-Site Catering: Enjoy delicious food and excellent service from Park+Cherry by Chef Phillip Dewayne.

Vendor flexibility: Choose vendors who fit your style and your budget.

Beautiful garden views: Enjoy the perfect backdrops for your engagement and wedding day photos.

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

SAY "I DO" AT THE DIXON

Share your vows in the intimate circle of the **Bowlin Stage**, featuring stacked stone walls, classic garden sculpture, and lush greenery, or take in the sweeping views of the museum and woodlands in a ceremony on the **South Lawn**.

After sealing it with a kiss, celebrate at the **Hughes Pavilion**, just steps away from your ceremony. Floor-to-ceiling windows and expansive skylights show off garden views, and paved patios surrounding the space allow your party to spill outdoors.

If you are looking to start off your wedding festivities in style, the Hughes Pavilion is also a unique spot for a rehearsal dinner.

No matter the season, the Dixon offers the perfect venue for your special day.

DIXON
GALLERY & GARDENS

DIXON GALLERY & GARDENS

4339 Park Avenue
Memphis, TN 38117

scatmur@dixon.org
901-761-5250 ext. 101

www.dixon.org/venue-rental

WEDDING FAQs & FACTS

Capacity & Size:

- ❖ The Hughes Pavilion is approx. 30'x50' inside, the largest patio is approx. 30'x65', and the side patios are each approx. 15'x65'.
- ❖ Maximum capacity for weddings and rehearsal dinners is 200 guests, utilizing both the inside and outside spaces and factoring on a cocktail-style event; groups larger than this are discouraged and may be assessed a fee to cover wear-and-tear on the venue.
 - The inside space at the Hughes Pavilion can hold approx. 80-120 seated, depending on the size of tables used (large rounds or rows of long tables) and whether additional space is needed for other tables or setup (for food, drinks, cake, etc.); up to 150 total seated is manageable if using both the inside and outside spaces, and depending on the setup and size of tables used.

Timing Day-Of:

- ❖ All setup/delivery and break-down/pick-up times must be confirmed and coordinated with the Dixon in advance. Setup and deliveries may start no earlier than 10am on a Friday, 10am on a Saturday, or 12pm on a Sunday.
- ❖ All evening weddings and rehearsal dinners must end by 11pm in accordance with Memphis City ordinances and Dixon rules. Clean-up and break-down may take place until midnight.

Clean Up:

- ❖ The Dixon's on-site caterer will clean their areas and any trash relating to their service (cups, plates, napkins, beer bottles, etc.). Rental clients are expected to remove all personal items, including leftover food, alcohol, and décor. Rental companies and vendors are expected to remove all items that they provided, including any trash or mess created by setup or breakdown (i.e. leftover flowers, zip ties, etc.).

Leatherman Studio Use:

- ❖ Wedding groups should plan to get ready off property, but the Leatherman Studio may be used as a changing room, as well as a waiting area post-photos and pre-ceremony. Access times must be arranged with the Dixon in advance. The Dixon is not responsible for the safety of items left in this area.

Wedding Send-Off:

- ❖ Bubbles and bubble machines, natural flower petals, and items that are handheld (i.e. pompoms, glowsticks, etc.) are allowed for the send-off. Sparklers, confetti/glitter/eco-fetti, rice, bird seed, and other items that could cause harm to the gardens or wildlife, or create excessive clean-up, are not allowed.

Vehicles:

- ❖ Guests and rental clients may leave vehicles overnight for next-day pick-up. The Dixon property is open to the public Tues.-Sat., 10am-5pm and Sun., 1pm-5pm; Dixon offices are open on Mon., 9am-5pm and vehicles may be picked up then as well. The Dixon is not responsible for the safety of vehicles or any items left in vehicles or on property.

WEDDING SPACES

Ceremonies may take place at the **Bowlin Stage** or **South Lawn**. Both areas can accommodate up to 200 guests; access points to each area and available outlets and lighting in each area varies. In the event of inclement weather, the Dixon recommends hosting the ceremony at the Hughes Pavilion, under the tent; neither garden ceremony area may be tented.

- ❖ The **Bowlin Stage** may be rented by reception-only and rehearsal dinner groups as a cocktail hour area for an additional fee of \$500.00. Tables and chairs for this area must be rented.

Receptions and rehearsal dinners may take place at the **Hughes Pavilion**, with setup inside and on the surrounding patios. Cocktail-style receptions utilizing the inside and outside areas allow for up to 200 guests; seated reception and rehearsal dinner options will vary depending on whether the inside, outside, or both areas are used as well as whether seating is for a plated or buffet-style meal.

The Dixon does not offer a bridal suite, however, the **Leatherman Studio** is offered as a post-photos-and-pre-ceremony waiting area for the wedding party. It is also available as a space for the couple to enjoy a private meal before their reception, and as a space for bands to use for breaks and/or as a changing room.

PRICING

Ceremony-and-reception: \$7500.00* + \$500.00 separate, refundable damage deposit (\$8000.00)

Reception-only or rehearsal dinner: \$7000.00* + \$500.00 separate, refundable damage deposit (\$7500.00)

**\$1000.00 of the rental fee goes towards a tax-deductible Dixon membership at the Sustainer level. Membership starts at contract-signing and lasts for one (1) year, after which, if your wedding date has already passed, the membership may be renewed at the same, higher, or lower level, or it may be dropped. An active membership must be maintained up until your wedding date; should your membership lapse before your wedding date, renewal at at least the \$150.00 Young at Art or Donor level, or higher, is required.*

SCHEDULE OF FEES

Wedding ceremony-and-reception, reception-only, and rehearsal dinner booking may take place up to eighteen (18) months in advance of the wedding or dinner date. Catering and bartending fees are **separate** from the venue rental fee and are handled by Park+Cherry by Chef Phillip Dewayne, via separate contract.

- ❖ **Due at contract-signing:** \$3000.00 (Dixon membership + \$2000.00 additional portion of the rental fee). This fee is non-refundable.
- ❖ **Due six (6) months before the wedding or rehearsal dinner:**
 - **Ceremony-and-reception:** \$5000.00 (\$4500.00 remaining rental fee + \$500.00 damage deposit). Only the damage deposit is refundable should your plans change after this point.
 - **Reception-only or rehearsal dinner:** \$4500.00 (\$4000.00 remaining rental fee + \$500.00 damage deposit). Only the damage deposit is refundable should your plans change after this point.
 - **If booking your wedding event six (6) months or less before your wedding event date,** the full rental fee plus damage deposit is owed at contract signing. Only the damage deposit is refundable should your plans change after this point.

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; options to extend installation of the tent outside of this time frame may be available.
 - **Upgrades:**
 - The tent top may be upgraded to a clear top pending availability, and for a fee which is to be paid directly to Amerispan Tents.
 - The addition of tent walls and/or additional tenting must be arranged through Amerispan Tents. Heaters, air conditioning, or fans may be arranged through Amerispan or the vendor of your choice.
 - Lighting and décor for the tent may be arranged through the vendor of your choice.
 - ❖ **Reception tables and chairs:** 100 banquet chairs and a selection of tables is available for use at the Hughes Pavilion. Ceremony chairs and table linens must be rented from an outside vendor(s).
 - ❖ **Parking:** Parking is available for guests and vendors. A parking lot security officer will be stationed at the front gate during the full duration of the wedding; valet service is not offered nor included.
 - ❖ **Dixon manager-on-duty:** During wedding setup time during the day, and again during the duration of the wedding, a Dixon manager-on-duty will be on property to manage the venue and assist as able; the Dixon does not offer event coordination services.
 - ❖ **Ceremony rehearsal time:** Ceremony-and-reception groups are given up to two hours of time at their ceremony location for rehearsal on a day prior to their wedding day, to be coordinated with the Dixon.
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ADDITIONAL PERKS

- ❖ **Photography:** Wedding day and engagement photos may be taken anywhere in the Dixon gardens. Dates and times must be scheduled with the Dixon in advance.
- ❖ **On-site Catering:** You and your guests will enjoy delicious, beautifully plated and displayed food and drinks, along with excellent service, from the Dixon's on-site caterer, Park+Cherry by Chef Phillip Dewayne.
- ❖ **Vendor flexibility:** The Dixon is open to working with most wedding vendors in the area, allowing for you to pick your florist, rental company, and more to create your wedding dream team. Vendors should be insured and be familiar with Dixon venue use guidelines.
- ❖ **Membership:** The membership portion of the rental fee may be taken by the couple or by a parent(s). Members enjoy great benefits, including discounted tickets to events and workshops, discounts at the gift shop and café, invitations to special events, reciprocal visiting privileges at museums and gardens across the country, and free admission to the galleries and gardens for two adults.
- ❖ **A place to come home to:** After the "I dos," the dancing, and the cheers, you can return time and again to enjoy the gardens and galleries and reminisce about your special day.