

*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.