

Q) What is provided by the Dixon?

A) Parking (and a security guard, at the Dixon's discretion), catering kitchen, manager-on-duty, a selection of tables, chairs, and initial set-up of tables and chairs.

Q) What is not provided by the Dixon?

A) Table linens, catering, music, alcohol, bartender, flowers, candles, tents, and other decorations. We do not set up equipment, including tables and chairs, brought in by/from other vendors or rental clients.

Q) Does the Dixon offer rental to non-profit groups?

A) Yes. We offer rental to certified 501c3 groups and a selection of other non-profit art and garden groups. Please contact us for more information about pricing and availability.

Q) What are the duties of the on-site staff member?

A) The manager-on-duty ensures safety of the guests by overseeing the property and monitoring the event. He/she will also be available to receive deliveries, help direct guests and vendors, and maintain the facility (check lighting and temperature, stock restrooms, etc.). The manager-on-duty does not play the role of an event planner, nor does the Venue Rental Coordinator.

Q) Can the Dixon accommodate valet parking?

A) Yes. The Dixon can accommodate valet parking for either of our venues but doesn't provide it.

Q) May I use my own caterer?

A) Yes, with some exceptions. We must approve the catering company if it is not included on our list of approved caterers. The caterer must be licensed and insured, and they must sign and return our catering guidelines—all of this must be on file with us before your event. CFY Catering receives first right of refusal for all events in the Winegardner Auditorium.

Q) Can my caterer cook food for my event?

A) Possibly, but this must be approved by the Venue Rental Coordinator in advance for either venue. The Hughes' kitchen is not equipped with cooking equipment and any equipment brought in must be used outside in the designated spots behind the kitchen. Use of the Auditorium's cooking equipment or equipment brought in by the caterer is at the Dixon's discretion.

Q) What is the Dixon's alcohol policy?

A) You may supply your own alcohol including beer, wine, and liquor. The bartender must be ABC certified and insured and the bar must be manned at all times during the event; a stocked bar may not be left unattended, including before and after an event. Only guests age 21 and up may be served and alcoholic drinks cannot be self-served. The Dixon reserves the right to terminate service to individuals as deemed appropriate.

Q) Can I host a prom, sorority/fraternity function, or fundraiser at the Dixon?

A) No. The venue rental rules and guidelines given to us by our Board of Trustees do not allow us to host proms/dances or sorority/fraternity functions, and we cannot host any fundraisers that don't directly benefit the Dixon. We also cannot accommodate publicized events that require paid tickets for entry; ticket sales for private events are to go towards covering the rental fee.

Q) Can the Hughes Pavilion accommodate an event tent?

A) The main, large outside terrace may be tented, but we do not provide the tent. Side terrace tents are not allowed without prior permission from the Venue Rental Coordinator and may not be allowed at all if there is a high risk of plant damage. Garden locations 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. Tents may be provided by Amerispan Tents or Mahaffey Tent & Event Rental; any other companies must be approved in advance by the Dixon.