

Q) Does the Dixon provide wedding coordination or planning services?

A) No. The Dixon strongly recommends that couples work with a wedding coordinator to assist with planning and day-of coordination. The Dixon's Venue Rental Coordinator manages the venue and bookings and is available to answer questions and assist, as able, with wedding and venue-specific needs, but cannot provide coordination services, such as booking vendors, creating itineraries, or assisting with decorative design.

Q) Will the Dixon have a staff member available on property on my wedding day?

A) Yes. A Dixon manager-on-duty (MOD) will be on property during regular museum hours to manage the property and assist, as able, with wedding-related activities. An MOD for the wedding itself will arrive at least one hour before the wedding starts, to be available during the wedding itself, as well as during break-down. The wedding MOD is in charge of maintaining the venue during the wedding and will adjust facility lighting and temperature, restock bathrooms, work with the parking lot guard, and check in with vendors. MODs will be given all of the pertinent information about your wedding, including the floor plan and vendor list with times, as well as the itinerary and rental lists, if available.

Q) Does the Dixon have a bridal suite or "getting ready" room available?

A) No. The Dixon recommends that wedding parties get ready at a salon, home, hotel, or Airbnb. When available, the Dixon can offer the Leatherman Studio, located inside the main museum building, as a waiting room for ceremony-only and ceremony-and-reception wedding parties prior to the start of their ceremony. For additional information, availability, and rules for using the space, please contact the Venue Rental Coordinator.

Q) I want my pet to take part in my wedding—are pets allowed on the property?

A) Dogs and other pets and animals are not allowed on the property, with the exception of service animals. Any involvement of a pet must be reviewed and approved in advance by the Venue Rental Coordinator.

Q) Where are photographs and videography permitted?

A) You may use any area at the Hughes and anywhere in gardens, as long as you and your photographer(s) and/or videographer(s) stay on pathways and on the lawns; you may not stand in flower beds or walk off of pathways, and photos may not be taken inside the museum building. Along with time on the wedding day, couples also receive two hours of time outside of their booked date to take engagement and/or bridal portrait photographs—this must be scheduled in advance and must take place during regular museum hours, unless another time is approved by the Venue Rental Coordinator.

Q) Is a wedding rehearsal included in the price for a ceremony-and-reception or a ceremony-only?

A) Yes. *For a ceremony-and-reception:* The wedding party may schedule a rehearsal for a day and time agreed upon by the Venue Rental Coordinator. It can be two hours total and cannot last later than 7:00pm. *For a ceremony-only:* The wedding party may schedule a rehearsal for a day and time agreed upon by the Venue Rental Coordinator. It can be one hour total and cannot last later than 6:00pm. The Dixon cannot guarantee that a time will be available the day immediately before your wedding due to the possibility of other scheduled events or conflicts; rehearsal time is generally confirmed 3-6 months out from the wedding.

Q) We are having our wedding ceremony in the gardens/on the lawn. Do we need to rent chairs?

A) Yes. The Dixon's chairs are only available for use inside the Hughes Pavilion and on the connected terraces.

- Q) Do you offer any inside locations for the ceremony in the event of rain or bad weather?**
- A) No. The Dixon recommends renting or reserving a tent for the main terrace at the Hughes and hosting the ceremony under the tent.
- Q) Are the ceremony areas or the terraces at the Hughes Pavilion lit overhead?**
- A) There are no overhead lights over any of the Hughes terraces. Lighting is needed over the main terrace at the Hughes and it is strongly recommended for any bars on the side terraces; votive candles are recommended for seated tables and bistro tables on the side terraces. Both ceremony locations have ambient lighting, but please consider Daylight Savings Time and sunset when scheduling your ceremony.
- Q) Can the Hughes Pavilion accommodate an event tent?**
- A) Yes. The main, large outside terrace may be tented, but the Dixon does not provide the tent. Side terrace tents are not allowed without prior permission from the Dixon and they may not be allowed at all if there is a risk of plant or building damage. Wedding ceremony locations in the gardens 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, and back-to-back event groups that both want a tent must use the same tent and tent company for their tent. Tents may be provided by Amerispan Tents or Mahaffey Tent & Event Rental; any other companies must be approved in advance by the Dixon.
- Q) What may be used for the wedding throw/send-off?**
- A) In order to protect plants and wildlife and to keep the gardens clean and beautiful for all visitors, the Dixon only allows natural flower petals, such as rose petals or lavender; bubbles and bubble machines may be used, as well as items that can be waved (pom-poms, bells, glow sticks, etc.). You may not use sparklers or throw rice, glitter, confetti (including eco-fetti), or bird seed, or use anything involving excessive clean-up.
- Q) Can my event extend past 11pm?**
- A) No. Residential noise codes in the area require that music and events stop at 11pm. Late-night events ending at 11pm should use the hour between 11pm and midnight for clean-up and vendor item break-down.
- Q) When can my rentals 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; this includes linens and dishes, floral and décor, food and drink, personal items, and any non-Dixon chairs and tables. Tents are generally an exception to this rule—the Venue Rental Coordinator will contact your tent company, once confirmed, to schedule install and removal. Any exceptions for delivery/setup or breakdown must be approved in advance by the Dixon.
- Q) What is expected of us and our vendors at the end of the night during clean up?**
- A) Caterers and bartenders are responsible for removing all trash and leftover food and drink in and around the building and pathways. The kitchen must be mopped, equipment must be wiped out and turned off, and counters and cabinets must be wiped down. Any items that haven't been approved to stay overnight must be removed. Clients are not expected to vacuum, move Dixon tables or chairs, or clean restrooms.
- Q) Can my guests leave vehicles on property overnight?**
- A) Yes. Vehicles may be left on property overnight; vehicles that are blocking other vehicles, buildings, or access points, and any vehicles left on property for more than one week, will be towed at the owner's expense. For Saturday weddings, please note that the Dixon is open from 1pm-5pm on Sundays, and vehicles may only be picked up during this time frame; the Dixon cannot accommodate before-hours or after-hours vehicle pick-up. The Dixon is not responsible for the safety of vehicles or any items left in vehicles.