

The Dixon Gallery & Gardens offers the Hughes Pavilion as our wedding reception and rehearsal dinner venue, while two garden locations—the South Lawn and the South Lawn Stage—are offered for wedding ceremonies.

HUGHES PAVILION CAPACITY & SIZE

- Inside-only, the space can accommodate 100 seated, factoring on 10, 60" round tables with 10 chairs each OR 120 seated, factoring on three rows of long tables (a mix of 6' and 8' tables), and neither setup will allow for more than a handful of additional tables due to space constraints; use of the outside terraces can accommodate an additional 50-75 seats, depending on the setup. Cocktail-style events can accommodate 100-125 guests inside-only or up to 200 using both the inside and outside spaces.
 - The Dixon asks that weddings include no more than 200 guests. Events with over 200 people in attendance are hard on the space and can be uncomfortable for guests, and wedding groups that have larger guest lists may incur an additional fee.
- The inside space is ~30'x50', the main terrace is ~30'x65', and the side terraces are each ~15'x65'.
 - It is best to tent the full terrace, from the end up to the building; please consult a rental company to confirm appropriate tent sizes. The Dixon cannot provide tenting.
 - Garden locations may not be tented, and the side terraces at the Hughes Pavilion may only be tented with special permission from the Dixon.
 - All back-to-back wedding groups (i.e. Fri. and Sat. or Sat. and Sun.) must use the same tent company if both want a tent. If one doesn't want a tent, the Venue Rental Coordinator must be informed as soon as possible in order to arrange tent setup and breakdown times to accommodate both groups.
- **Ceremonies:** The South Lawn ceremony location can accommodate 200+ guests. The South Lawn Stage ceremony location can accommodate ~200, depending on the length of rows and width between each.

PRICING

- **Ceremony-and-reception events:** \$5000.00, plus a separate, refundable \$400.00 deposit. \$1000.00 of the \$5000.00 rental fee goes towards a Sustainer level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$111.00.
 - Groups are guaranteed 12 hours of time on property on the day of the wedding, to take place any time between 10am and 12am (Fri. and Sat.) or 12pm and 12am (Sun.). This time frame is to include/cover time needed for setup, deliveries, the event, breakdown, and pick-ups.
 - Schedule of payments: At contract-signing, the \$1000.00 membership part of the rental fee + an additional \$1000.00 of the rental fee + the \$400.00 separate, refundable deposit is due (\$2400.00 total). The remaining \$3000.00 is due one (1) month before the wedding.
- **Reception-only events and rehearsal dinners:** \$4500.00, plus a separate, refundable \$400.00 deposit. \$1000.00 of the \$4500.00 rental fee goes towards a Sustainer level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$111.00.
 - Groups are guaranteed 10 hours of time on property on the day of the wedding, to take place any time between 10am and 12am (Fri. and Sat.) or 12pm and 12am (Sun.). This time frame is to include/cover time needed for setup, deliveries, the event, breakdown, and pick-ups.
 - Schedule of payments: At contract-signing, the \$1000.00 membership part of the rental fee + an additional \$1000.00 of the rental fee + the \$400.00 separate, refundable deposit is due (\$2400.00 total). The remaining \$2500.00 is due one (1) month before the wedding.

- **Ceremony-only events:** \$500.00, plus a separate, refundable \$100.00 deposit. \$150.00 of the \$500.00 rental fee goes towards a Young at Art level Dixon membership and this portion of the fee is tax-deductible; the non-deductible amount is \$81.00.
 - Groups are guaranteed 3 hours of time on property on the day of the wedding, to take place any time between 10am and 8pm (Fri. and Sat.) or 12pm and 8pm (Sun.). This time frame is to include/cover time needed for setup, deliveries, the ceremony, breakdown, and pick-ups.
 - Additional hours may be purchased at a rate of \$100.00/hour, but must be arranged in advance through the Venue Rental Coordinator.
 - Schedule of payments: At contract-signing, the \$150.00 membership part of the rental fee + an additional \$100.00 of the rental fee + the \$100.00 separate, refundable deposit is due (\$350.00 total). The remaining \$250.00 is due one (1) month before the wedding.

AMENITIES*

*These amenities *do not* apply to ceremony-only events. Ceremony-only information is found in the section immediately following this.

- **100 banquet chairs and a selection of tables**, for use inside the Hughes Pavilion and on the Hughes Pavilion terraces. Dixon tables and chairs may not be used anywhere except at the Hughes Pavilion (inside and terraces); ceremony chairs must be rented.
- **Parking and a parking lot guard.** Valet services are not offered and the Dixon does not provide decorative signage or greeters to direct guests.
- **Use of the Hughes Pavilion catering kitchen.** Guests may choose a caterer from the Dixon's approved list or choose an off-list caterer, provided the caterer submits up-to-date copies of their business license and certificate of liability insurance (\$1mil or more, with the Dixon listed as the certificate holder) to the Dixon. Wedding groups may bring in their own alcohol but all alcoholic beverages must be served by ABC-certified and insured bartenders. The kitchen has an ice machine, sinks, double-door fridge, and double-door warming oven, as well as expansive prep space; cooking may not be done in the kitchen, on the terraces, or in the main room.
- **Permanent projector screen and *unequipped* rolling cart for AV equipment.** AV equipment, including projector and sound system, must be rented. The screen is located on the wall in between the kitchen and bathroom hallway and it is stored in the ceiling.
- **One photography session**, for engagement pictures or bridal portraits, with the photographer of your choice, to be scheduled through the Venue Rental Coordinator. Photo sessions must be scheduled during museum hours, unless the Venue Rental Coordinator approves an alternate option. Wedding groups are welcome to take pictures on property during their time frame on property on their wedding day.
- **Ceremony rehearsal in the gardens.** Rehearsals can last up to two hours and may not start earlier than 10am or end after 7pm. *Rehearsal time is NOT guaranteed the day before the wedding* but the Dixon will make every effort to schedule a time that is both convenient for the wedding group and doesn't interfere with other events on property during the days leading up to the wedding.
- **Access to a Dixon manager-on-duty during the event.** The manager-on-duty (MOD) will manage the venue and ensure that vendors are following Dixon rules and guidelines. The MOD will check on lighting, temperature, and bathroom cleanliness throughout the event, as well as help as needed with directing deliveries and guests. *The MOD does NOT function as an event planner or coordinator* and the Dixon recommends all wedding groups hire an event coordinator for at least the day of the event. During daytime setup, a separate MOD will be on property to check in on the venue throughout the day while managing the museum.

CEREMONY-ONLY EVENTS

- In the case of inclement weather, inside or covered space is not reserved or guaranteed. The Hughes Pavilion, including the terraces, is not included in ceremony-only rental. Bathroom access will be provided.
- All ceremony-only groups may schedule a one hour rehearsal that must take place between 10am and 6pm (Mon.-Sat.) or 12pm and 6pm (Sun.). Rehearsals *are not guaranteed to take place the day before the wedding* and they must be scheduled through the Venue Rental Coordinator.
- Ceremony-only events can only be booked up to three (3) months in advance and no further and they may not be scheduled on a day when the Dixon has already scheduled another wedding event.
- Ceremony-only groups must provide their own chairs and décor. Food and drink, including champagne and cake, are not allowed.

ADDITIONAL INFORMATION

- Wedding receptions, rehearsal dinners, and ceremony-and-reception events can only be booked as far as one year in advance and availability cannot be confirmed any earlier. For example, all April 2018 dates may be booked for these types of events starting April 1, 2017.
- The Dixon cannot offer a bridal suite for getting ready. When available, the Dixon may offer the Leatherman classroom as a spot to wait during photography time and/or before the ceremony starts.
- The Winegardner Auditorium and main museum building may not be used for any wedding events.
- In the event of inclement weather, The Dixon does not offer and cannot guarantee indoor space for wedding ceremonies and recommends wedding groups plan on tenting the main terrace at the Hughes Pavilion in order to use this area for the ceremony. Please consider temperature, weather, and guest size when considering whether or not the Dixon will work for your wedding event.
- The Dixon allows wedding groups to choose vendors who fit their style and budget, but we encourage groups to choose vendors who have worked at the Dixon before and who are familiar with the venue. New vendors or vendors who have not worked at the Dixon recently are encouraged to schedule a time to meet with the Venue Rental Coordinator to visit the venue and ask questions.
- Please speak to the Venue Rental Coordinator for rules regarding date changes and cancellations.

*Additional information can be found on the **Wedding Venue Rental FAQs** document.*

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