

Dixon Gallery & Gardens is a museum and garden that serves the greater community through our art exhibitions and gardens, educational programming and lectures, and special events; the Dixon does not function as a public park or public property. Portrait and commercial photography and video shoots are by appointment only; appointments can be scheduled by calling our main line at 901-761-5250. For all questions relating to wedding photographs and photography for rental events at the Dixon, please contact the Venue Rental Coordinator, Sarah Catmur, at scatmur@dixon.org or 901-761-5250 ext. 101.

- All shoots must take place during museum hours unless an exception has been approved. The Dixon is open to the public Tuesday through Saturday, 10am to 5pm and Sundays, 1pm to 5pm. The Dixon is closed to the public on Mondays. Availability may vary based on events and other activities on property.
 - Wedding portraits of any kind, excluding engagement photos, for non-Dixon weddings are not allowed on Friday, Saturday, or Sunday without permission from the Venue Rental Coordinator.
- All use of photography/video taken at the Dixon for promotional or commercial use must credit "Dixon Gallery & Gardens."
- Pets, with the exception of service animals, are not allowed on property.
- Photographers/videographers and their guests should use pathways and grassy areas when traveling the property and posing. Photographers and guests may not pose on statues or garden structures (including walls and rocks) or stand in flower beds, bushes, or anywhere that is clearly not a pathway or open green space.
- Photography and video shoots may only take place in the gardens.
- The Dixon does not provide a space for guests to change clothing. Guests may not use the Hughes Pavilion (the brick building with large windows located at the back of the property) for changing clothes or as a gathering space.
- Please be aware of and respectful of museum visitors as well as other photography/video shoots while on property. Do not block pathways and garden areas for long periods of time.
- No "pop-up" wedding ceremonies allowed during photography/video shoots. Please contact the Venue Rental Coordinator to schedule your special event.
- If you need to cancel or reschedule your shoot due to inclement weather or an unforeseen circumstance, please call the main Dixon line at 901-761-5250. Photography and video shoot fees will not be refunded for shoots cancelled less than two hours before the scheduled time.
- No outdoor exhibitions, plants, furniture, or equipment can be removed, moved, or covered.
- Please be aware that Dixon plantings and outdoor exhibitions are subject to change throughout the year and the Dixon is not responsible for how this may impact your shoot.
- Drones and similar technology are not allowed on property.
- **EVENTS BOOKED IN/AT A DIXON VENUE:** All Dixon wedding couples may have photographs taken on property during their contracted time frame on their wedding day. In addition, all Dixon wedding couples may schedule one additional photography session, for bridal or engagement portraits, outside of the wedding day. All other events (private, corporate, and non-profit) may have photographs taken on property during their contracted time frame. Please contact the Venue Rental Coordinator for more information.

Please sign and return this form to one of the admissions check points or the Business Office upon arrival for your photography/video shoot.

_____ (Printed Name & Signature)

_____ (Date)