

















Capacity and Layout Guide

Osler House								
Room name								
	Theatre	Lecture	Cabaret	Boardroom	U Shape	Drinks Reception / Standing	Seated Dining (6ft rounds)	Seated Dining (trestles)
Wing Tat Lee Room	70	16	48	-	13	100	60	24
Function Room	50	-	-	-	-	220	80	-
Meeting Room 1	20	-	-	12	-	-	-	-
Meeting Room 2	0	-	-	4	-	-	-	-

Layout Explanation

Theatre		<p>Theatre layout consists of chairs or fixed seating in rows facing the front of the space.</p> <p>This layout works well for events involving presentations, talks, panel discussions or performances where the audience are watching and listening with minimal participation.</p>
Lecture		<p>Lecture layout consists of rows of tables and chairs facing the front of the space.</p> <p>This layout works well for events involving presentations, talks and panel discussions along with teaching and training where the audience are watching and listening but may require a table for note taking or working on a laptop / device.</p>
Cabaret		<p>Cabaret layout consists of round or square tables with chairs around the outside, and the chairs facing the front of the room.</p> <p>This layout works well for events involving presentations, training along with dinners and awards where the audience are watching and listening but also interacting with one another in small groups of 6-10.</p>
Boardroom		<p>Boardroom layout consists of a large table with chairs around the outside of the table facing inwards.</p> <p>This layout works well for small to medium sized groups (10 – 50) where all individuals need to participate in the discussion.</p>
U shape		<p>U shape layout is similar to boardroom layout but with the fourth side of the table removed, or cabaret layout but intended for larger groups (up to 24).</p> <p>This layout works well for events involving a presentation element where all individuals need to participate in discussion.</p>
Drinks reception / standing		<p>Drinks reception or standing layout provides the maximum capacity for a space when individuals are standing.</p> <p>This layout works well for drinks receptions, networking events and exhibitions.</p>

Seated dining (6ft rounds)		<p>This layout consists of 6ft round tables with chairs placed around the outside facing inwards.</p> <p>This layout is intended for seated dining but also works well for small group (6-10) work.</p>
Seating dining (trestle tables)		<p>This layout consists of trestle tables with chairs placed along either side facing inwards.</p> <p>This layout is intended for seated dining in larger groups.</p>

Notes

The capacities provided in this document are a guide, and may alter depending on the specific requirements for the event. Additional furniture, staging and other items in the room will deduct from the maximum capacities outlined above.

If you require a physically distanced capacity please contact us to discuss your requirements.