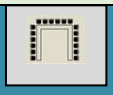
OUEV | Oxford University Event Venues

Capacity and Layout Guide

Examination Schools								
Room name	Theatre	Lecture	Cabaret	Boardroom	 U Shape	Drinks Reception / Standing	Seated Dining (6ft rounds)	Seated Dining (trestles)
Room 1	75	62	35	32	24	75	40	-
Room 2	60	47	35	24	18	60	-	-
Room 5A	-	-	-	12	-	12	-	-
Room 6	100	71	42	32	24	100	40	36
Room 7	75	68	42	32	24	75	30	36
Room 8	45	37	21	18	12	45	-	-
Room 9	75	67	42	32	24	75	30	36
Room 10	60	53	35	24	18	60	-	-
Room 11	70	60	42	32	24	70	-	-
Room 12	20	20	-	12	9	20	-	-
Room 14	65	65	35	24	18	65	-	-
Room 15	75	63	42	24	18	75	40	36
East Writing School	100	100	100	60	52	60	60	60
North Writing School	330	330	120	-	-	330	240	330
South Writing School	440	-	186	-	-	440	340	360
Quad (marquee hire required)	-	-	-	-	-	500	300	-

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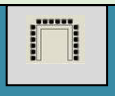
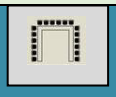
Sheldonian Theatre							
Room name	Theatre	Cabaret	Boardroom	 U Shape	Drinks Reception / Standing	Seated dining (6ft rounds)	Seated Dining (trestles)
Main Theatre	717	80	54	41	200	120	102
Cecil Jackson Room	80	40	20	-	80	-	-
Attic	-	-	-	-	60	-	-
Cupola	-	-	-	-	20	-	-

St Luke's Chapel								
Room name	Theatre / with catering	Lecture	Cabaret	Boardroom	 U Shape	Drinks Reception / Standing	Seated Dining (6ft rounds)	Seated Dining (trestles)
Inside space	80 / 55	-	36	18-24	18	70	40	40

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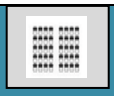
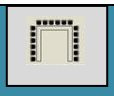
Room name	 Theatre	Lecture	Cabaret	Boardroom	 U Shape	Drinks Reception / Standing	Seated Dining (4ft rounds)	Seated Dining (6ft rounds)	Seated Dining (trestles)
Studio	44	21	32	20	16	65	30	40	-
Lounge	-	-	-	12	10	47	-	-	12
Frost Room	-	-	-	6	-	-	-	-	6
Bar Café *(using all areas below)*	-	-	-	-	-	254	90	30	30
Bar area	-	-	-	-	-	183	36	30	30
Servery	-	-	-	-	-	71	24	-	-
Café	-	-	-	-	-	*Inc in Bar area*	30	-	-
The 1st Floor	56	-	32	-	-	150	-	60	-
Meeting Room 01	-	-	-	14	-	60	-	-	-
Meeting Room 02	-	-	-	6	-	24	-	-	-
The Curve	52	-	-	-	-	100	-	40	-

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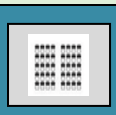
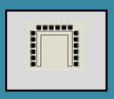
Layout Explanation		
Theatre		Theatre layout consists of chairs or fixed seating in rows facing the front of the space. This layout works well for events involving presentations, talks, panel discussions or performances where the audience are watching and listening with minimal participation.
Lecture		Lecture layout consists of rows of tables and chairs facing the front of the space. 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.
Cabaret		Cabaret layout consists of round or square tables with chairs around the outside, and the chairs facing the front of the room. 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.
Boardroom		Boardroom layout consists of a large table with chairs around the outside of the table facing inwards. This layout works well for small to medium sized groups (10 – 50) where all individuals need to participate in the discussion.
U shape		U shape layout is similar to baordroom layout but with the fourth side of the table removed, or cabret layout but intended for larger groups (up to 24). This layout works well for events involving a presentation element where all individuals need to particpate in discussion.
Drinks reception / standing		Drinks reception or standing layout provides the maximum capacity for a space when indivduals are standing. This layout works well for drinks receptions, networking events and exhibitions.
Seated dining (6ft rounds)		This layout consists of 6ft round tables with chairs placed around the outside facing inwards. This layout is intended for seated dining but also works well for small group (6-10) work.
Seating dining (trestle tables)		This layout consists of trestle tables with chairs placed along either side facing inwards. This layout is intended for seated dining in larger groups.

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.