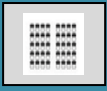



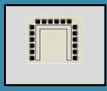





## Capacity Guide

Room name	 Theatre (chairs only)	 Lecture (tables and chairs)	 Cabaret (clusters of tables & chairs)	 Boardroom	 U Shape	 Drinks Reception / Standing	 Served Dinner (6ft rounds)	 Served Dinner (trestle tables)
<b>EXAMINATION SCHOOLS</b>								
Room 1	75	62	35	32	24	75	40	-
Room 2	60	47	35	24	18	60	-	-
Room 5A	-	-	-	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	-	-	-
Room 13	16	-	-	8	-	-	-	-
Room 14	65	65	35	24	18	65	-	-
Room 15	75	63	42	24	18	75	40	36
East Writing School	160	160	126	46	24	60	-	60
North Writing School	330	330	120	-	-	330	200 - 240	330
South Writing School	440	-	186	-	-	440	310 - 340	360
<b>SHELDONIAN THEATRE</b>								
Main Theatre	750	678	80	30	-	150-200	80	-
Cecil Jackson Room	80	-	40	20	-	80	-	-
Attic	-	-	-	-	-	60	-	-

Cupola	-	-	-	-	-	20	-	-
<b>ST LUKE'S CHAPEL</b>								
St Luke's Chapel	55-80	-	30-36	18-24	18	70	40	40
<b>OSLER HOUSE</b>								
Wing Tat Lee Room	70	16	48	-	13	100	60	24 (4x tables of 6)
Bar & Function Room	50	-	-	-	-	220	80	-
Meeting Room 1	20	-	-	12	-	-	-	-
Meeting Room 2	0	-	-	4	-	-	-	-
<b>LANGUAGE CENTRE</b>								
Room 101	-	-	18	-	-	-	-	-
Room 102	-	-	18	-	-	-	-	-
Room 201	-	-	-	-	16	-	-	-
Room 202	-	-	-	-	16	-	-	-
Room 203	-	16	-	-	-	-	-	-
Room 212	-	12	-	-	-	-	-	-
Room 213	-	-	-	-	16	-	-	-
Room 214	-	18	-	-	-	-	-	-
Room 301	-	-	28	-	-	-	-	-
Room 302	-	-	-	-	14	-	-	-

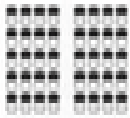
Please note that the capacities given are a guide and may alter depending on the other space requirements in the room such as AV and catering.

# Venue Layouts Guide

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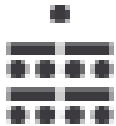
The below information provides you with more details about the different layout options available across our venues. We would be delighted to discuss your requirements further so please do contact us for more information.

## Theatre style



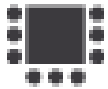
Theatre style layout is where you have rows of chairs, usually facing the front of the room where the speaker is presenting from.

## Lecture style



Lecture style layout is where you have rows of chairs and tables, usually facing the front of the room where the speaker is presenting from.

## Cabaret style



Cabaret style layout is where you have clusters of tables and chairs around the room, usually facing the front of the room where the speaker is presenting from. This style is sometimes also referred to as 'classroom'.

## Boardroom style



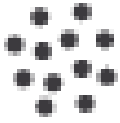
Boardroom style layout usually consists of a single table that is large enough to seat all delegates around the outside and is most suited to a smaller group where there is likely to be plenty of discussions.

## U-shape style



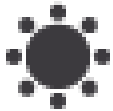
U-shape layout is where tables are placed in the shape of a U, with chairs on the outside of the U. This is most suited to a smaller group where there is likely to be plenty of discussion.

## Drinks reception/standing style



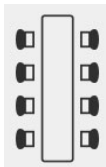
Drinks receptions usually involve guests standing up in a room with small poseur tables dotted around the room for guests to rest drinks on. We can offer either a trayed drinks service where staff circulate around your guests offering them drinks, or alternatively guests can take drinks and food items from a buffet station.

## Served dinner rounds style



Served dinners usually involve seating guests on 6ft round tables that can accommodate between 10-12 guests per table. We can offer smaller sized round tables to create a more convivial atmosphere and these can accommodate 6-8 guests per table.

## Served dinner trestle style



Served dinners can also be served on trestle tables that can accommodate 6 people around a table, 3 each side. Trestles can be joined seamlessly together to create longer tables.