






























Capacity and Layout Guide




| Room name | Physical distancing options |  Theatre |  Lecture |  Cabaret |  Boardroom |  U Shape |  Drinks Reception / Standing |  Seated Dining (6ft rounds) |  Seated Dining (trestles) |
|----------------------------|-----------------------------|---|---|---|---|--|---|--|--|
| EXAMINATION SCHOOLS | | | | | | | | | |
| Room 1 | Standard | 75 | 62 | 35 | 32 | 24 | 75 | 40 | - |
| | 1m | 36 | 36 | - | - | - | 36 | - | - |
| | 2m | 15 | 15 | - | - | - | 15 | - | - |
| Room 2 | Standard | 60 | 47 | 35 | 24 | 18 | 60 | - | - |
| | 1m | 33 | 33 | - | - | - | 33 | - | - |
| | 2m | 12 | 12 | - | - | - | 12 | - | - |
| Room 5A | Standard | - | - | - | 12 | - | 12 | - | - |
| | 1m | 10 | - | - | 6 | - | 10 | - | - |
| Room 6 | Standard | 100 | 71 | 42 | 32 | 24 | 100 | 40 | 36 |
| | 1m | 43 | 43 | - | - | - | 43 | - | - |
| | 2m | 15 | 15 | - | - | - | 15 | - | - |
| Room 7 | Standard | 75 | 68 | 42 | 32 | 24 | 75 | 30 | 36 |
| | 1m | 41 | 41 | - | - | - | 41 | - | - |
| | 2m | 14 | 14 | - | - | - | 14 | - | - |
| Room 8 | Standard | 45 | 37 | 21 | 18 | 12 | 45 | - | - |
| | 1m | 24 | 24 | - | - | - | 24 | - | - |
| | 2m | 8 | 8 | - | - | - | 8 | - | - |
| Room 9 | Standard | 75 | 67 | 42 | 32 | 24 | 75 | 30 | 36 |
| | 1m | 40 | 40 | - | - | - | 40 | - | - |
| | 2m | 15 | 15 | - | - | - | 15 | - | - |
| Room 10 | Standard | 60 | 53 | 35 | 24 | 18 | 60 | - | - |
| | 1m | 26 | 26 | - | - | - | 26 | - | - |
| | 2m | 12 | 12 | - | - | - | 12 | - | - |

| | | | | | | | | | |
|----------------------|----------|-----|-----|-----|----|----|-----|-----|-----|
| Room 11 | Standard | 70 | 60 | 42 | 32 | 24 | 70 | - | - |
| | 1m | 33 | 33 | - | - | - | 33 | - | - |
| | 2m | 13 | 13 | - | - | - | 13 | - | - |
| Room 12 | Standard | 20 | 20 | - | 12 | 9 | 20 | - | - |
| | 1m | 12 | 12 | - | - | - | 12 | - | - |
| | 2m | 5 | 5 | - | - | - | 5 | - | - |
| Room 13 | Standard | 16 | - | - | 8 | - | 16 | - | - |
| | 1m | 9 | 9 | - | 4 | - | 9 | - | - |
| Room 14 | Standard | 65 | 65 | 35 | 24 | 18 | 65 | - | - |
| | 1m | 33 | 33 | - | - | - | 33 | - | - |
| | 2m | 14 | 14 | - | - | - | 14 | - | - |
| Room 15 | Standard | 75 | 63 | 42 | 24 | 18 | 75 | 40 | 36 |
| | 1m | 33 | 33 | - | - | - | 33 | - | - |
| | 2m | 15 | 15 | - | - | - | 15 | - | - |
| East Writing School | Standard | 160 | 160 | 126 | 46 | 24 | 60 | - | 60 |
| | 1m | 126 | 105 | - | - | - | 60 | - | - |
| | 2m | 43 | 43 | - | - | - | 43 | 40 | 18 |
| North Writing School | Standard | 330 | 330 | 120 | - | - | 330 | 240 | 330 |
| | 1m | 212 | 179 | - | - | - | 212 | - | - |
| | 2m | 81 | 81 | - | - | - | 81 | 64 | 32 |
| South Writing School | Standard | 440 | - | 186 | - | - | 440 | 340 | 360 |
| | 1m | 225 | 180 | 125 | - | - | 225 | 125 | - |
| | 2m | 75 | 75 | - | - | - | 75 | 64 | 30 |









| Room name | Physical distancing options |  Theatre |  Cabaret |  Boardroom |  Drinks Reception / Standing |  Seated dining (6ft rounds) |
|---------------------------|-----------------------------|---|---|--|---|--|
| SHELDONIAN THEATRE | | | | | | |
| Main Theatre | Standard | 750 | 80 | 30 | 200 | 80 |
| | 1m | 283 | - | - | 96 | - |
| | 2m | 124 | - | - | 48 | - |
| Cecil Jackson Room | Standard | 80 | 40 | 20 | 80 | - |
| | 2m | 25 | - | - | 25 | - |
| Attic | Standard | - | - | - | 60 | - |
| Cupola | Standard | - | - | - | 20 | - |
| | 1m | - | - | - | 12 | - |

| Room name | Physical distancing options |  Theatre |  Lecture |  Cabaret |  Boardroom |  U Shape |  Drinks Reception / Standing |  Seated Dining (6ft rounds) |  Seated Dining (trestles) |
|---------------------|-----------------------------|---|---|---|---|---|---|--|--|
| OSLER HOUSE | | | | | | | | | |
| Wing Tat Lee Room | Standard | 70 | 16 | 48 | - | 13 | 100 | 60 | 24 |
| Bar & Function Room | Standard | 50 | - | - | - | - | 220 | 80 | - |
| Meeting Room 1 | Standard | 20 | - | - | 12 | - | - | - | - |
| Meeting Room 2 | Standard | 0 | - | - | 4 | - | - | - | - |

| Room name | Physical distancing options |  |  |  |  |  |  |  |  |
|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|
| | | Theatre | Lecture | Cabaret | Boardroom | U Shape | Drinks Reception / Standing | Seated Dining (6ft rounds) | Seated Dining (trestles) |
| ST LUKE'S CHAPEL | | | | | | | | | |
| St Luke's Chapel | Standard | 80 | - | 36 | 18-24 | 18 | 70 | 40 | 40 |
| | 2m | 14 | 14 | - | 12 | - | 14 | - | - |

| Room name | Physical distancing options |  |  |  |
|------------------------|-----------------------------|---|---|---|
| | | Lecture (tables and chairs) | Cabaret (clusters of tables & chairs) | U Shape |
| LANGUAGE CENTRE | | | | |
| Room 101 | Standard | - | 18 | - |
| | 2m | 4 | - | - |
| Room 102 | Standard | - | 18 | - |
| | 2m | 4 | - | - |
| Room 201 | Standard | - | - | 16 |
| | 2m | 4 | - | - |
| Room 202 | Standard | - | - | 16 |
| | 2m | 4 | - | - |
| Room 203 | Standard | 16 | - | - |
| | 2m | 4 | - | - |
| Room 212 | Standard | 12 | - | - |
| | 2m | 3 | - | - |
| Room 213 | Standard | - | - | 16 |
| | 2m | 3 | - | - |
| Room 214 | Standard | 18 | - | - |
| | 2m | 6 | - | - |
| Room 301 | Standard | - | 28 | - |
| | 2m | 6 | - | - |

| | | | | |
|----------|----------|---|---|----|
| Room 302 | Standard | - | - | 14 |
| | 2m | 4 | - | - |

| | | |
|--|---|---|
| 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.

The physical distancing capacities provided are based on individuals maintaining distance from one another. In a scenario where bubbles are relevant this may increase the capacity provided. If you require a physically distanced capacity that is not listed above please contact us to discuss your requirements.