
































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 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
Quad (marquee hire required)	Standard	-	-	-	-	-	500	300	-

Room name	Physical distancing options	 Theatre	 Cabaret	 Boardroom	 U Shape	 Drinks Reception / Standing	 Seated dining (6ft rounds)	 Seated Dining (trestles)
SHELDONIAN THEATRE								
Main Theatre	Standard	750	80	30	80	200	80	54
	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 / with catering	 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 / 55	-	36	18-24	18	70	40	40
	2m	14	14	-	12	-	14	-	-

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.