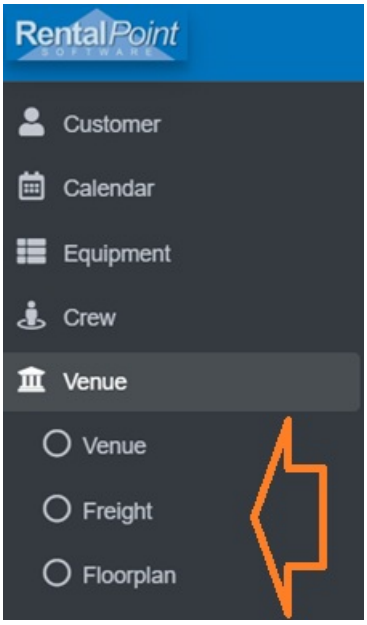
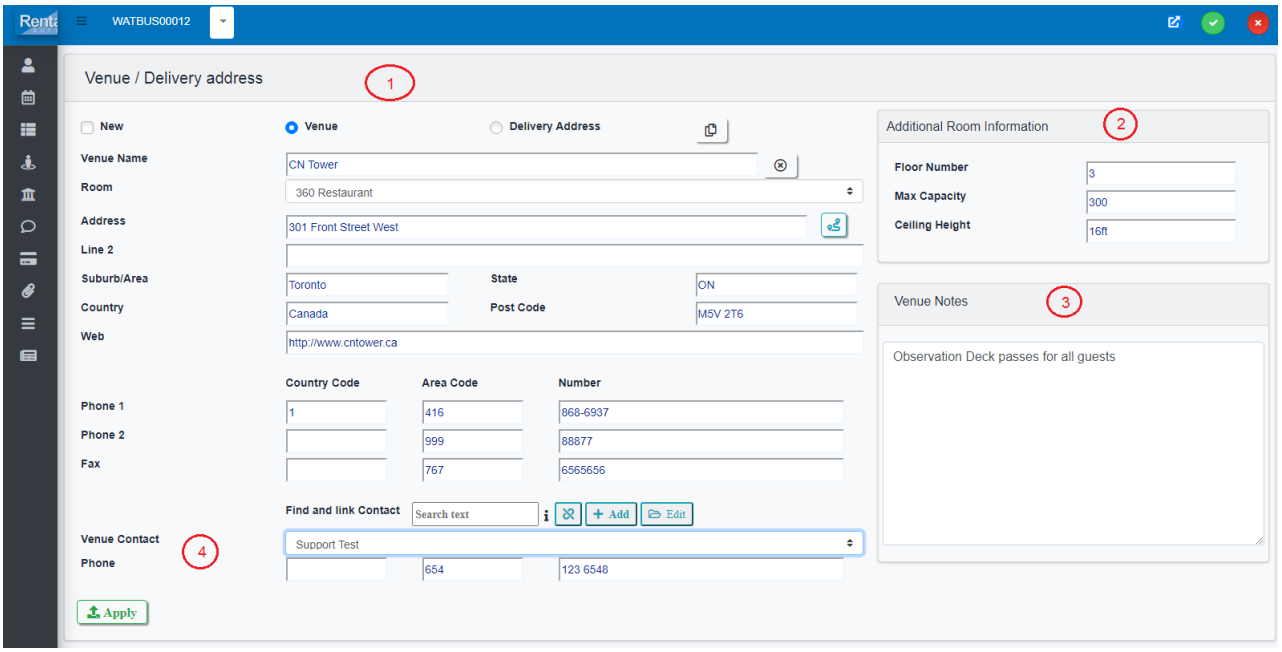
Venue Information

Last Modified on 06/08/2026 12:58 pm EDT

Booking Venue Information is accessible under three sub menus



Venue General Venue Information



1. Venue v's Delivery Address....What's the difference?

A Venue/Delivery Address is simply a destination for products being shipped from your warehouse.

When entering a booking you have the option to

1. Select an existing venue or delivery address from the search window
2. Create a new venue or delivery address.

Venue

Venues are managed from the main venue page where they can be added/edited or deleted. Changing any information on a venue will affect all the bookings that have this venue selected, this can be useful if a phone number or address information changes that needs to be applied to all bookings, but can be a problem if you need the existing booking to retain the old information.

Delivery Address

Delivery addresses are one off addresses that are only used on a specific booking; they can't be edited outside of that booking. Any delivery addresses entered will become available in the delivery address search window and will remain in the system until the booking is completely purged. Delivery addresses are useful for less used venues that you don't want to maintain on your venue list, or when you want to be sure the address doesn't change.

2. Room & Additional Room Information

Rooms are initially set up in the Venue record and then made available to select within the venue on the booking. For example, one client may booking the Grand Hotel Ballroom, while another may book the Grand Hotel Conference Room. Selecting the room within the venue provides more detailed information for the booking and any deliveries to the venue when filling the order.

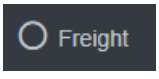
3. Venue Notes

Stored against the venue and visible within the booking when the venue is selected. These notes can only be viewed within the booking (i.e. they cannot be amended/added to from within the booking) since they are visible from within all bookings with the same venue.

4. Venue Contact

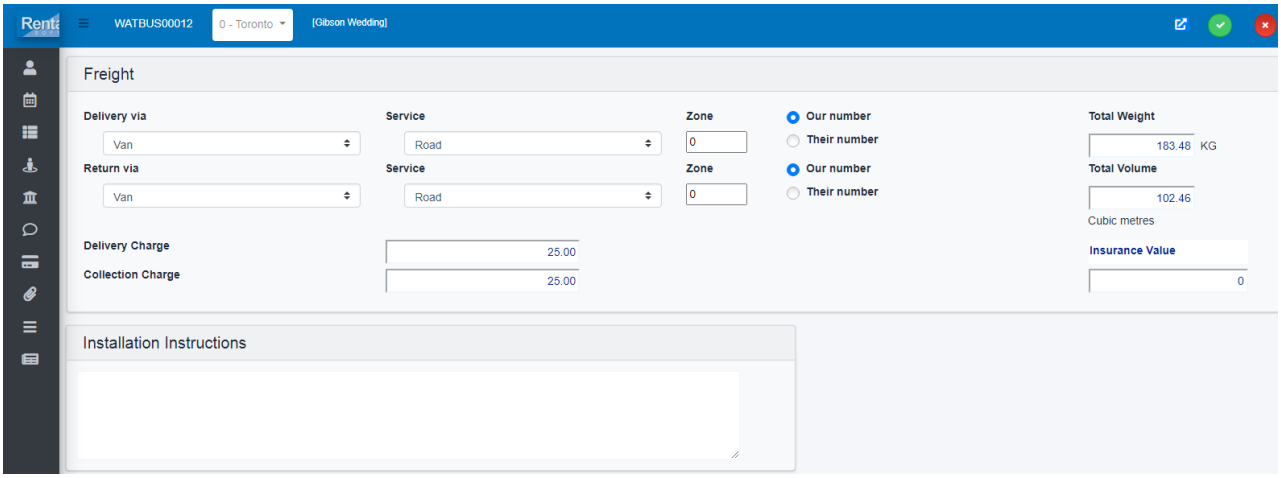
The venue contact for a booking will be initially loaded from either the venue or delivery address selected, but can be modified without affecting the venue record. This way a person can be set as the venue contact for a specific job.

Please note that venues are not customers and have nothing to do with billing addresses or financial transactions. A venue is simply a destination for products being shipped from your warehouse.



Venue Freight

The freight section allows for setup of the various pickup/delivery options offered to clients when booking equipment & services. Shipping costs are calculated against a base rate where the weight of the equipment on the booking can also be considered if entered against product records. Freight is set up outside the booking (usually during initial data setup) and selected during booking entry.



Floorplan Venue Floorplan

The venue floorplan tab show the floorplan for the selected room (assuming it has been loaded in venue settings)

