

Venue / Delivery Address

Last Modified on 27/08/2021 2:07 pm EDT

A Venue or Delivery Address is simply a destination for products being shipped from your warehouse. The frequency of use of that address on bookings will determine if you set up a venue for the address, or just enter a delivery address on the booking.

Venue

Venues are addresses that are often used for events or booking deliveries. 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.

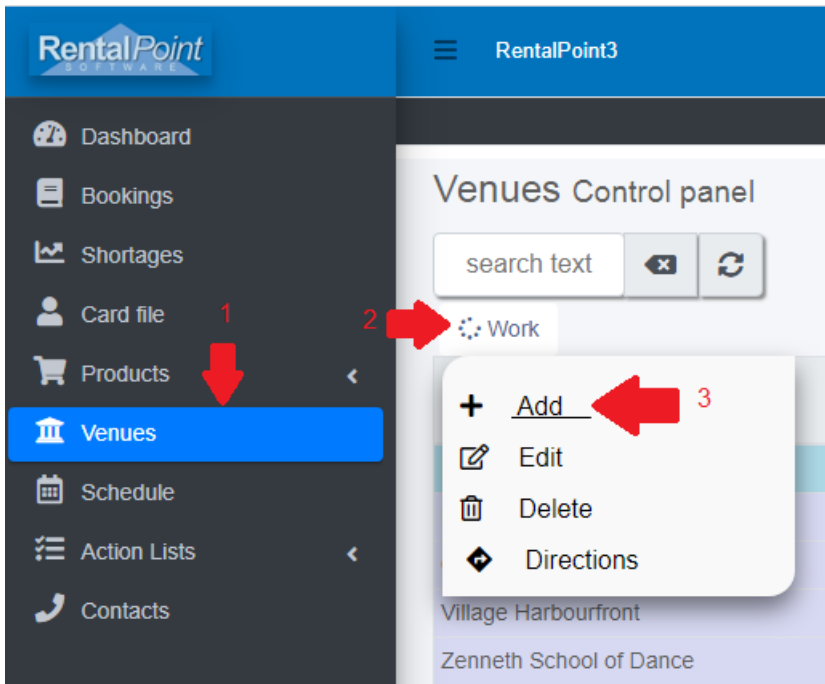
Venue Contact

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.

Create a Venue

Add a new venue from the Venues-->Work menu per screenshot below.



Venue details are sorted under different tabs

Edit Venue

Details Notes Contacts Floorplan

Venue name
Heritage Glen

Address
1100 Main St E

City
Milton

Country
Canada

State
ON

Postal Code
L9T 6H7

Website



Country	Area	Number	Ext.
1	905	776 5110	4

Phone 1

Phone 2

Fax




Mobile

Enter a new contact or select from pre-existing contacts.



Edit Venue

Details Notes Contacts Floorplan

Find and link Contact Search for   + Add  Edit

First Name	Last Name	Position	Mobile/cell	Landline #1	#2	Email	Address
Jenny	Holiday						1100 Main St E Milton ON Canada L9T 6H7

Venue Contact Jenny Holiday Venue Contact

Store a visual representation of a venue under the floorplan tab. RentalPoint is capable of referencing floor plans in .bmp, .jpg, .html, .htm and .pdf.

Edit Venue

Details Notes Contacts Floorplan

+ Room details Floorplan

Conference Centre
Floor 1
Ceiling height 16
Max capacity 1000



If there are any special considerations for a venue they can be entered into the notes section. These venue notes are maintained here and displayed on all bookings using this venue. This includes any bookings that have occurred in the past.

Edit Venue

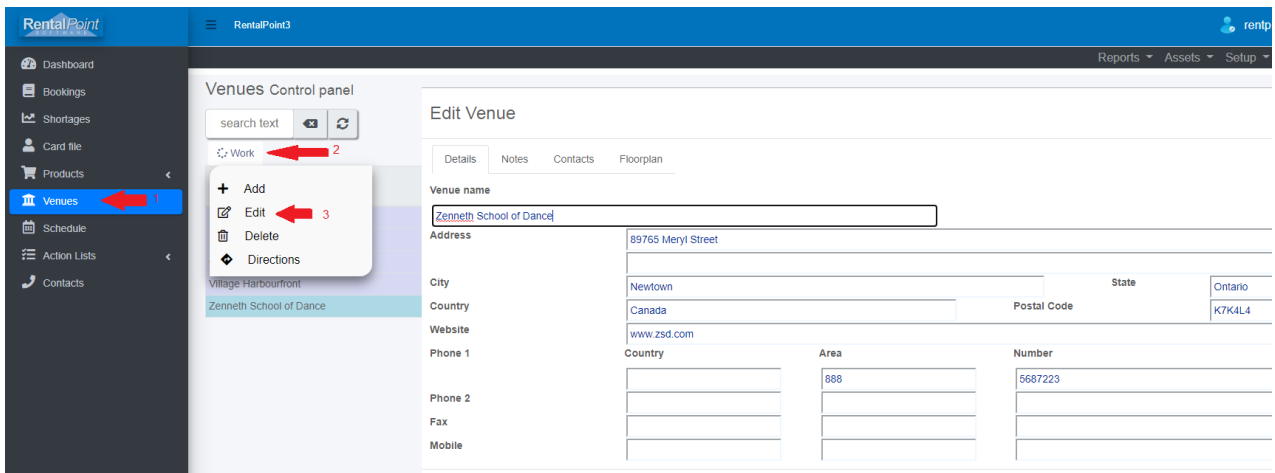
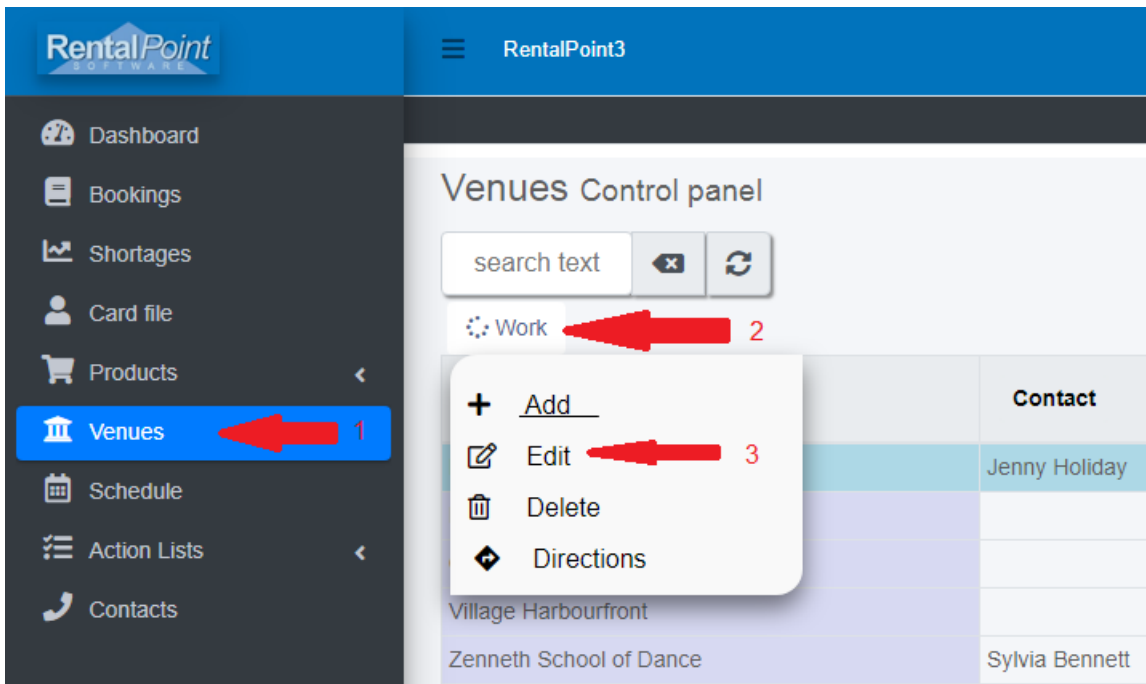
Details Notes Contacts Floorplan

Fri Aug 27 2021 13:15:50 GMT-0400 (Eastern Daylight Time)
Parking for all guests included

Stamp

Edit a Venue

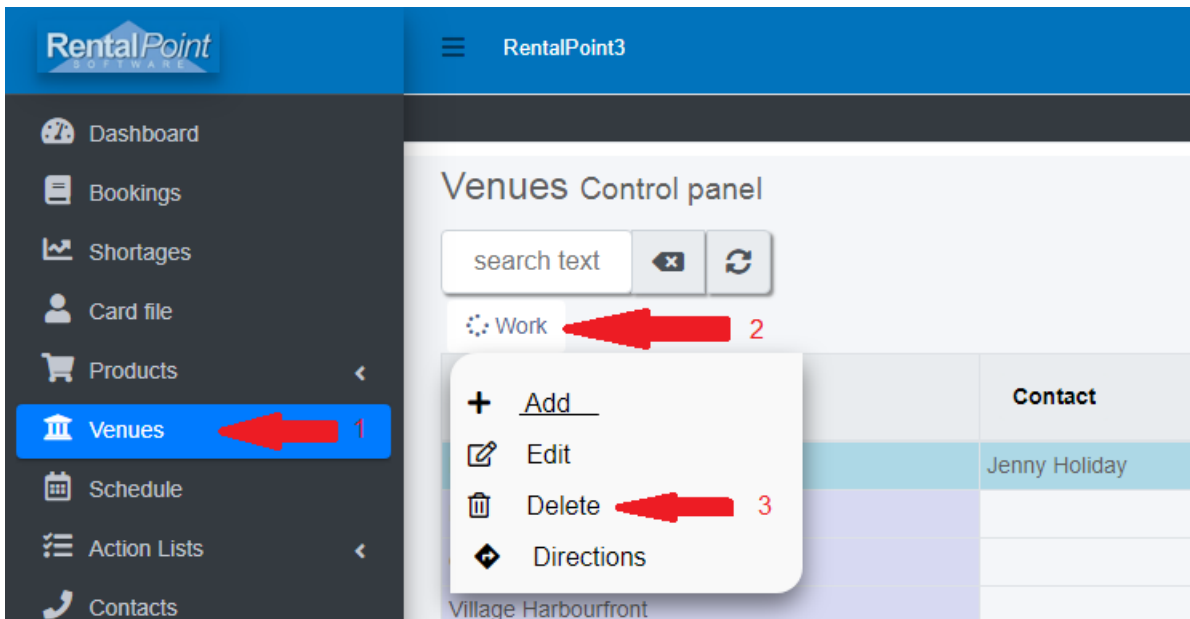
Open an existing venue from the Venues-->Work menu per screenshot below.



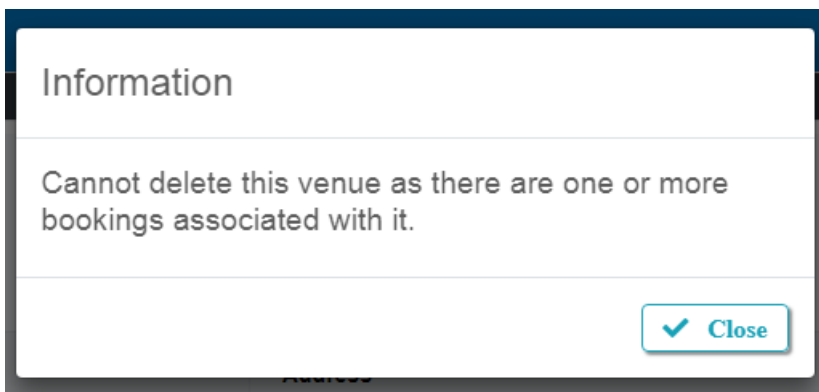
Delete a Venue

Venues can only be deleted (*when not used on any bookings*) from the Venues menu.

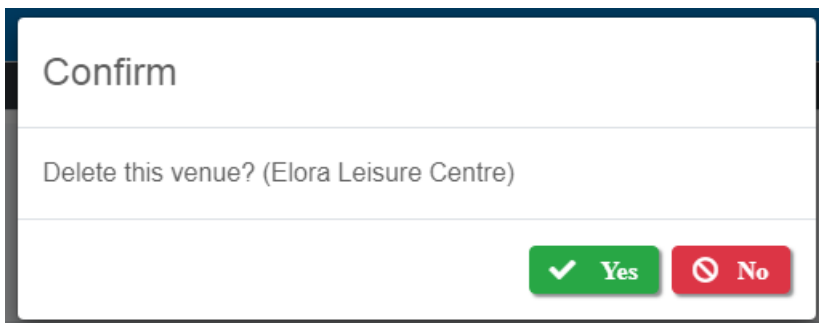
First highlight the venue on the grid, then choose the delete option from the work menu per screenshot below



If the venue is used on bookings it cannot be deleted since it is still in use. You'll see the message below and will need to remove the venue from any bookings it is referenced on before deleting it from the grid.



Confirm delete request in order to remove the venue from the database



Venue Tab in Booking

The venue tab of a booking displays information on where the booking will be shipped to or where the event will be held

While you can see venue information in the booking, to modify venue information, you must edit the actual venue record which will affect all bookings showing that venue information.

Header: Rent | MGORD00002 | 0 - EAST | 0 - Main

Venue / Delivery address

New Venue Delivery Address

Venue Name: Heritage Glen

Room: [Dropdown]

Address: 1100 Main St E

Line 2: [Text]

Suburb/Area: Milton **State:** ON

Country: Canada **Post Code:** L9T 6H7

Web: [Text]

Country Code: 1 **Area Code:** 905 **Number:** 776 5110

Phone 1: [Text] **Phone 2:** [Text] **Fax:** [Text]

Find and link Contact: Search text [Info] [X] + Add [Edit]

Venue Contact: Jenny Holiday [Dropdown] [Text] [Text]

Additional Room Information:

- Floor Number: [Text]
- Max Capacity: [Text]
- Ceiling Height: [Text]

Venue Notes:

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