

Venue/Delivery Address

Last Modified on 07/19/2017 5:05 pm EDT

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.

Venue Contact

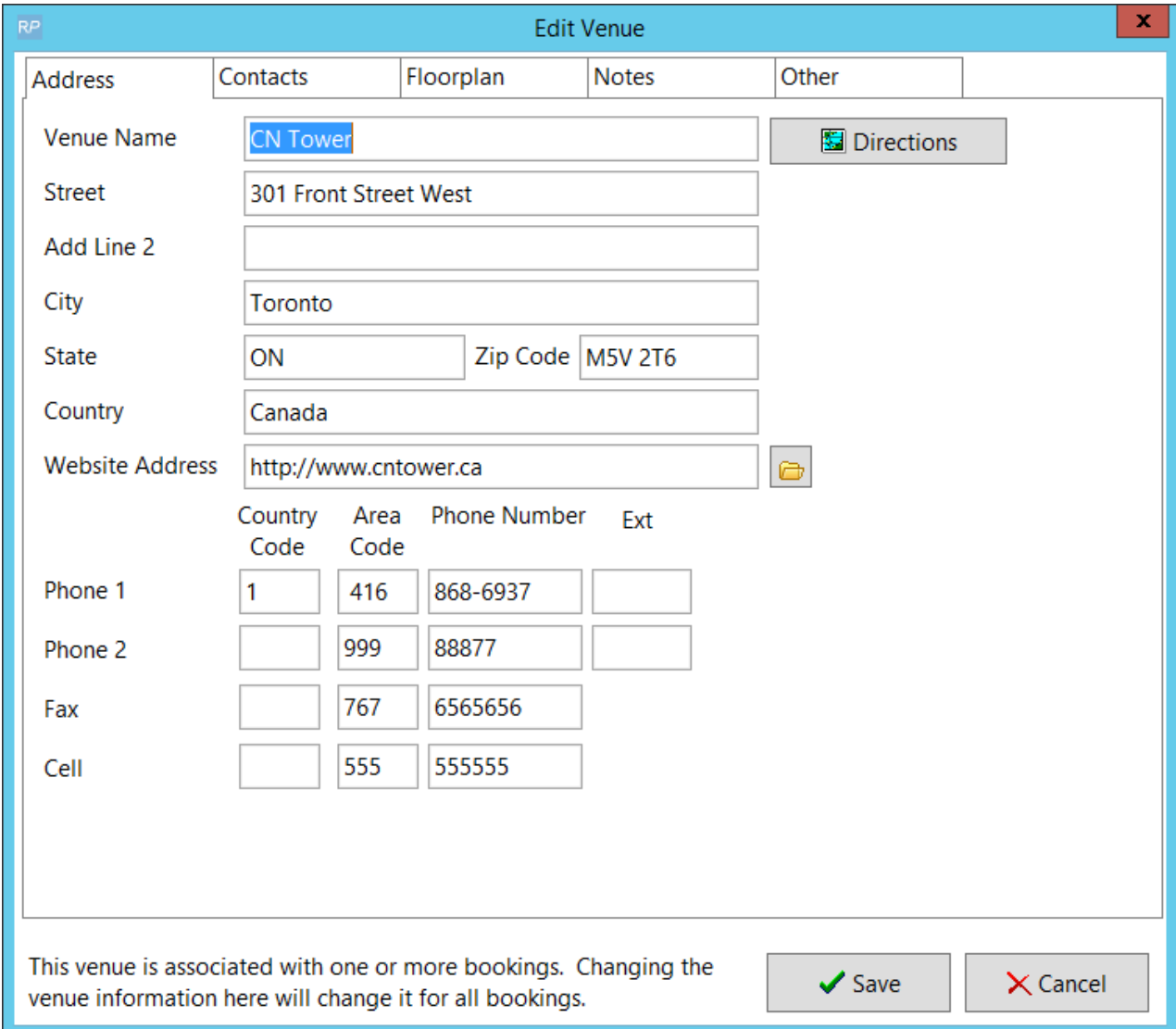
The venue contact for a booking will be initially loaded from either the venue

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

To create a new venue, right click the Venue grid and click New. A blank venue window will display. Once the desired name and address information about the venue has been added, you may add contact information.




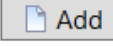
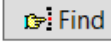
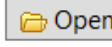

	Country Code	Area Code	Phone Number	Ext
Phone 1	1	416	868-6937	
Phone 2		999	88877	
Fax		767	6565656	
Cell		555	555555	

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

RP Edit Venue X

Address Contacts Floorplan Notes Other

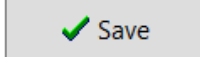
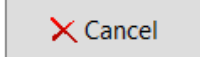
Primary Contact Support Test 

 Add  Find  Open  Delete

First Name	Last Name	Position	Phone 1	Phone 2	Cell	Address
Support	Test		905 693 9457			499 PAR

< >

This venue is associated with one or more bookings. Changing the venue information here will change it for all bookings.

 Save  Cancel

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.

RP
Edit Venue
X

Address

Contacts

Floorplan

Notes

Other

Room

Main

New

Delete

Floor # (level)

Ceiling Height

Max Capacity(# of people)

0


First

Prior

Next

Last

Picture types supported: PNG,JPG,BMP
Room 1 of 4



Attach Floorplan

Clear Floorplan

Open Floorplan

This venue is associated with one or more bookings. Changing the venue information here will change it for all bookings.

Save

Cancel

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.

RP Edit Venue x



Address	Contacts	Floorplan	Notes	Other
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This venue is associated with one or more bookings. Changing the venue information here will change it for all bookings.



The 'Other' tab is a reference to a default folder. This is a folder that has been set aside so that customized information can be accessible to users easily regardless of file type and integration into RentalPoint.

RP Edit Venue ✕

Address	Contacts	Floorplan	Notes	Other
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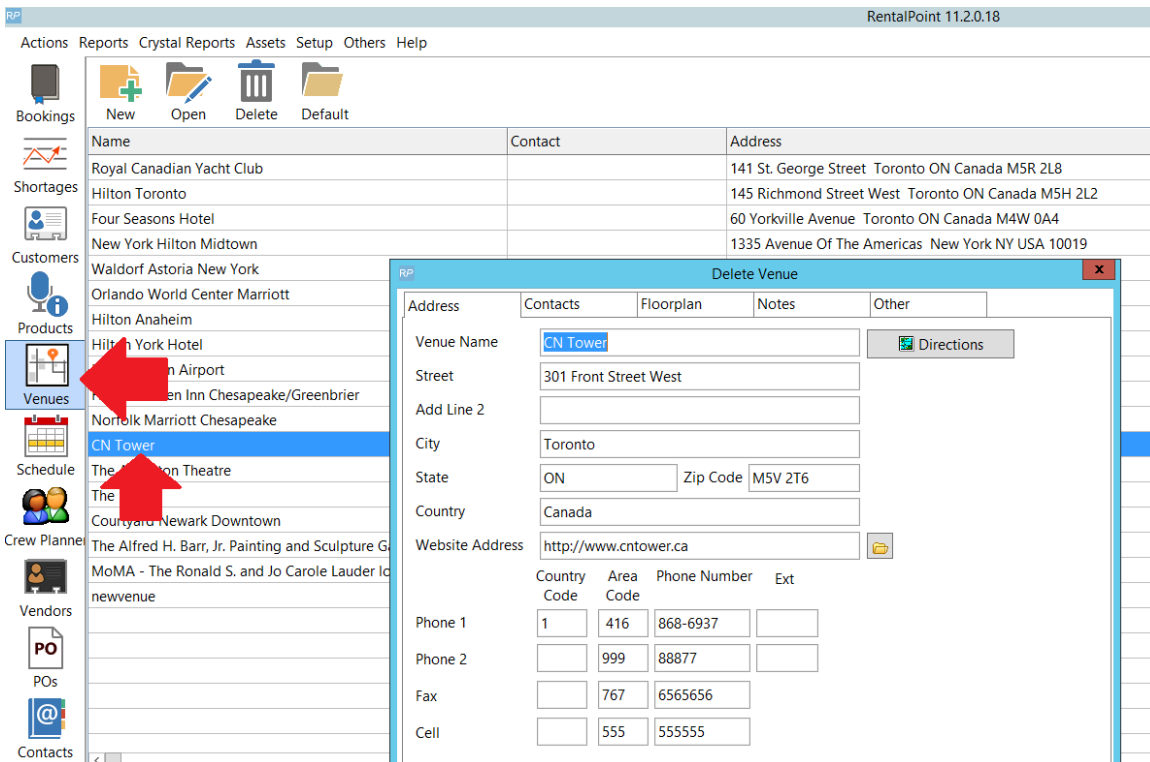
Default Folder  

This venue is associated with one or more bookings. Changing the venue information here will change it for all bookings.

 Save  Cancel

Edit a Venue

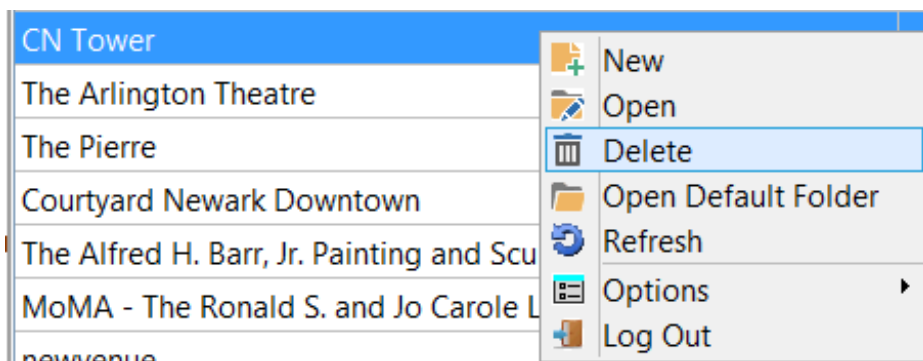
Double click a venue to open it for editing.



Delete a Venue

Venues can only be deleted when not used on any bookings.

Right click a Venue and click Delete.



The venue properties will display for confirmation, then click Delete to remove the venue from your system. OR cancel to keep it

Venue Tab in Booking

The venue tab of a booking displays information on where the booking will be shipped to.

To modify venue information, you must edit the actual venue record

RP Modify booking

Out 06/19/17 1551 In 06/22/17 0900 MYTEST00032 Location 0 - Toronto

Customer | Calendar | Equipment | Labor | Venue | Notes | Payments | Attachments | Other Details | Sta

New Venue Delivery Address

Venue name: CN Tower Search Venues/DeliveryAddresses

Room: Room Setup

Street address: 301 Front Street West Copy Address from Customer

Add Line 2: Copy Address from Project

City: Toronto State: ON

Country: Canada Zip Code: M5V 2T6

Website Address: http://www.cntower.ca

Other Room Info

Floor # (level):

Ceiling Height:

Max Capacity: 0

	Country Code	Area Code	Number	Extension
Phone 1	1	416	868-6937	
Phone 2		999	88877	
Fax		767	6565656	

Venue Contact: new contact

Contact Phone:

Notes: