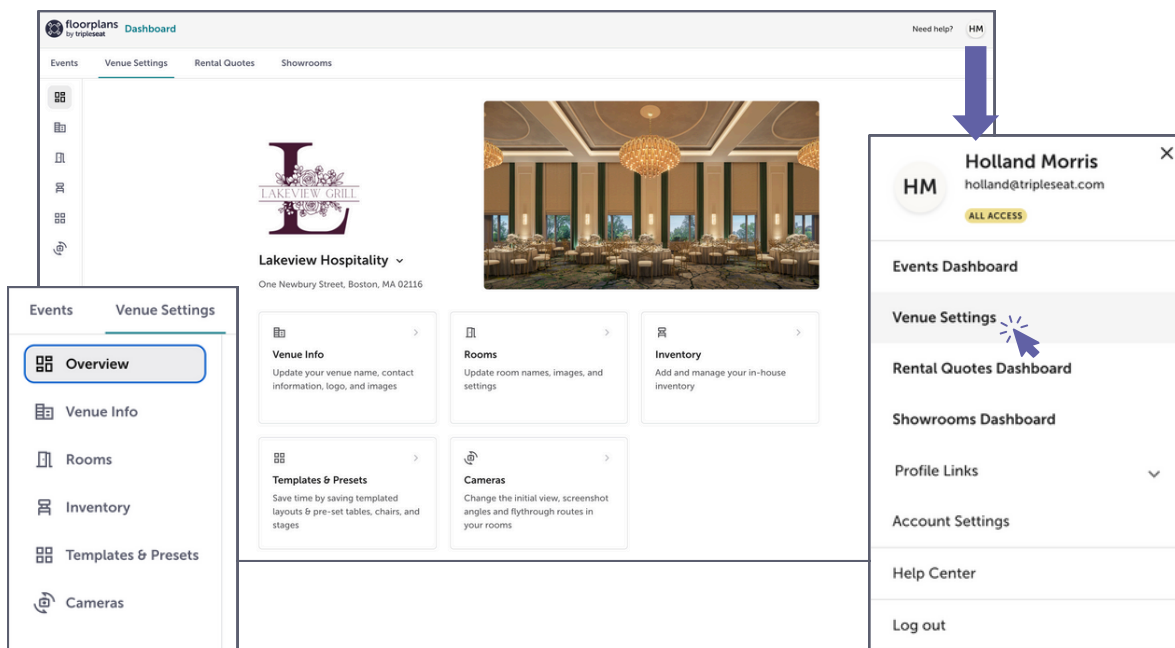


# Adjusting Venue Details and Preferences

The Venue Settings page centralizes everything you need to manage in-house inventory, floorplan templates, room rules, and venue profile information. This update simplifies your process, making it easier for you to maintain all essential settings in one place.

## Access Venue Settings

To navigate to the Venue Settings, you must either click on the top Dashboard or select your user icon in the top right of the screen and select “Venue Settings.”



## Accessing Venue Settings During Onboarding

When you're onboarding, you can access the Venue Settings page right from your Floorplans account. If you're still in the onboarding phase, you'll see a message beneath the header to guide you. We recommend filling out as much information as possible during onboarding to ensure everything is set up smoothly.

**Note:** Some pages may be locked until our team receives specific room information, such as detailed floorplans, room configurations, and photos.

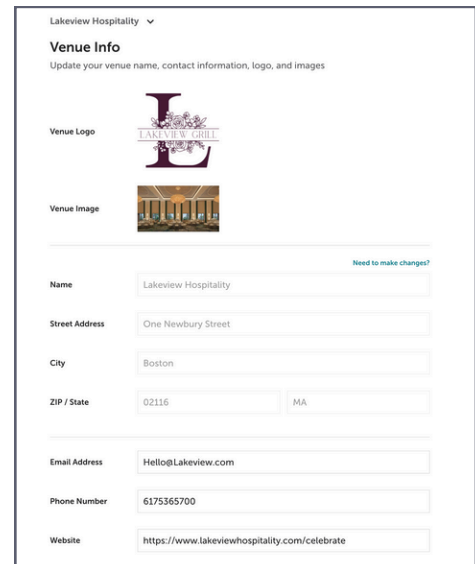
🕒 We're still moving you through the onboarding pipeline. Get a head start by updating the unlocked fields below.

## Editing Venue Information

On the Venue Info page, you can easily add key details about your venue, including:


- Uploading your venue logo to brand your videos and floorplan visuals sent to guests.
- Uploading a venue image.
- Providing your email address.
- Adding your phone number.
- Including your website.


Make sure you save any changes before leaving this page.



Lakeview Hospitality ▾

**Venue Info**  
Update your venue name, contact information, logo, and images

Venue Logo 

Venue Image 

Need to make changes?

Name

Street Address

City

ZIP / State

Email Address

Phone Number

Website

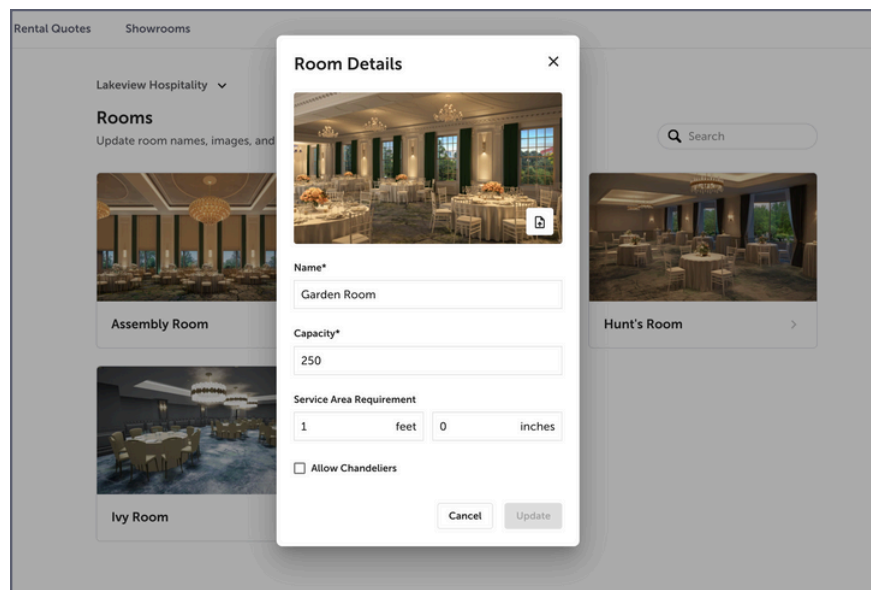
## Editing Room Information

On the Rooms page, you can update room details and settings, such as:

- Editing the room name.
- Adjusting room capacities.
- Uploading a room image.
- Setting dimension rules for space between tables.

You can make these adjustments even if your rooms aren't fully set up yet. As long as the basic room structure has been created, you're free to edit the details.


**Note:** If you change a room name, this update will be reflected when mapping rooms within Tripleseat (Settings > Integrations > Tripleseat Floorplans > Map Tripleseat Floorplans Rooms).





Rental Quotes Showrooms

Lakeview Hospitality ▾

**Rooms**  
Update room names, images, and


 Assembly Room

 Ivy Room

 Hunt's Room >

Search

**Room Details** ✕



Name\*

Capacity\*

Service Area Requirement  
 feet  inches

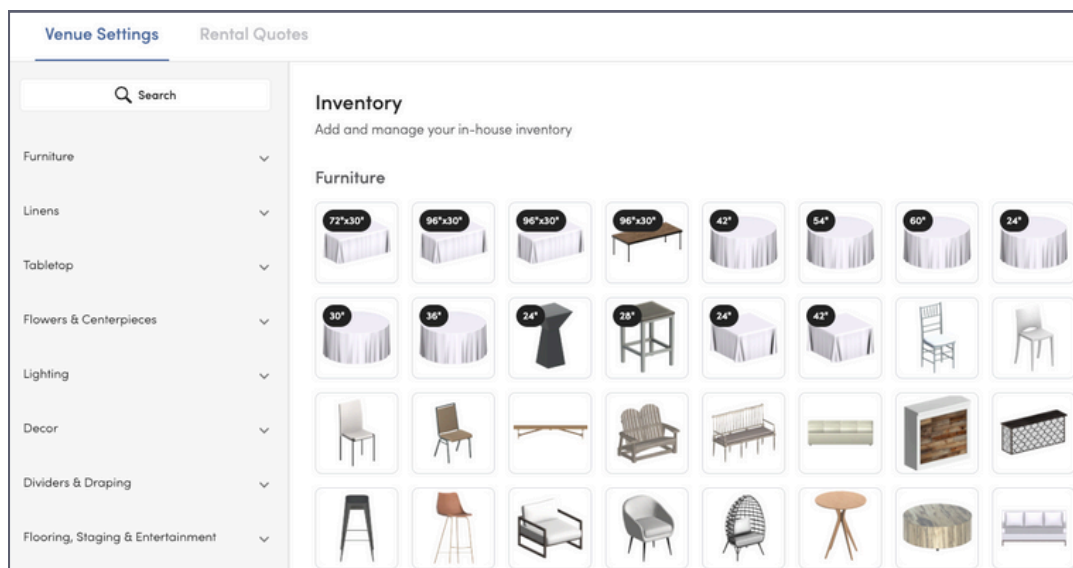
Allow Chandeliers

Cancel Update

Rooms cannot be added or removed here. Please reach out to our Support team if you need to do this.

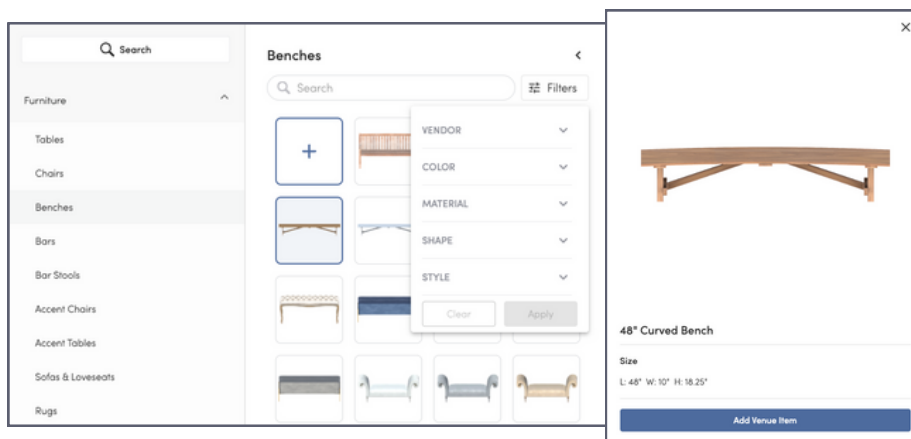
## Adding and Managing Venue Inventory

On the Inventory page, you can easily add and remove items from your venue's in-house inventory, similar to how you use the Vision Board during events. This page allows you to manage your inventory with a simple interface designed for quick adjustments.



### Adding Items

- Select a Category, then choose a Sub-Category if applicable (e.g., Furniture > Tables), and apply filters or use the search function.
- Click on the inventory preview to open a modal where you can view the item and see any provided dimensions.
- Click "Add Venue Item" to move it to your Inventory page.
- Items will be organized by Category once added. Sub-categories won't appear as part of the organizational structure.



- After adding items, you can click on them again to remove them from the inventory, adjust which rooms can use the inventory, or adjust item sizes if applicable (e.g., Basic Rounds).
  - If your venue has only one room, this modal will not appear after you click "Add Venue Item."

