



MEET | CELEBRATE | REMEMBER



Dating back to the 1700s, Bishops' College is a historic and enchanting building. It is a well-recognised landmark in Cheshunt adorned with wondrous characteristics, including gargoyles and among other rare architectural features.

Bishops' College also boasts stunning grounds inhabited by wildlife, and is further complemented by the iconic and picturesque New River.

All venues available for hire are ideal for several functions including meetings, parties and weddings which benefit from a registry office on site.



## BEAUFORT SUITE

The Beaufort suite is a spacious hall full of character, stunning high ceiling, large windows, and cascading chandeliers.

The suite has an adjoining servery area for pre-prepared food, a dance floor and gallery. The main floorspace has flexibility for different table plan arrangements, and in addition to the many events it can accommodate, civil marriages can also be hosted in this space.

The hall can accommodate 80 guests seated at tables, 90 guests seated in a row for concerts or shows, and 100 standing guests for receptions and parties.

### PRICING

The minimum booking is two hours on weekdays and eight hours on weekends.

**Peak** (Friday to Sunday midnight and Bank Holidays)  
£55 per hour

**Off Peak** (all other times)  
£36 per hour

**All day hire** (Saturday 9am-12 midnight)  
£725

Prices are valid until 31 March 2026.

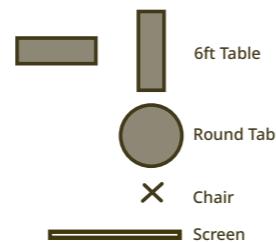
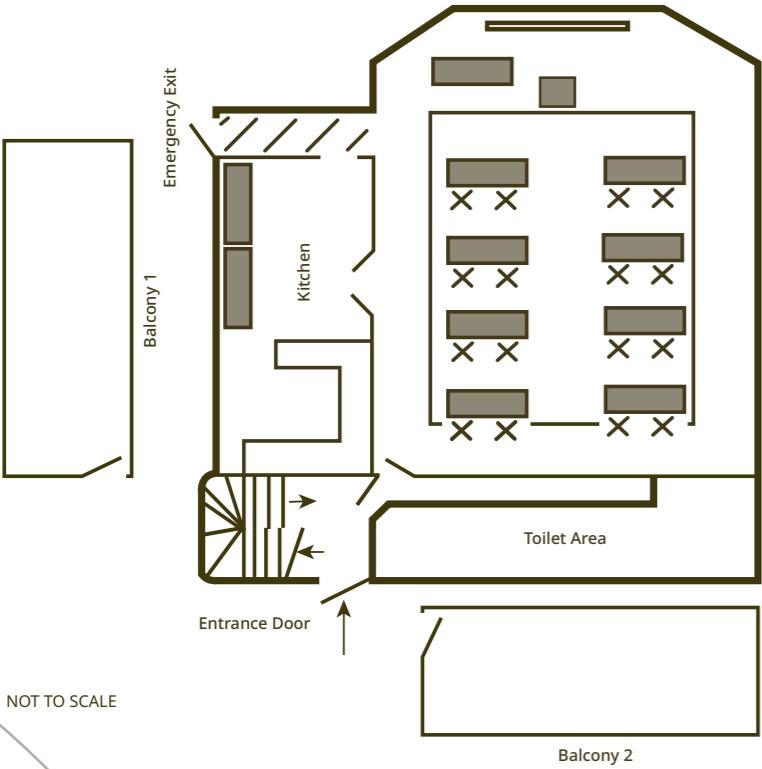


# BEAUFORT SUITE

There are a number of different table layouts which can be accommodated in the Beaufort Suite...

## BEAUFORT SUITE CONFERENCE LAYOUT (RECTANGULAR TABLES)

Beaufort Suite



**Round Tables**

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

**6ft Rectangle Tables**

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

**Chairs**

- Max. 8 chairs per table (round and rectangle)

*Please note: number of total chairs used will reduce capacity*

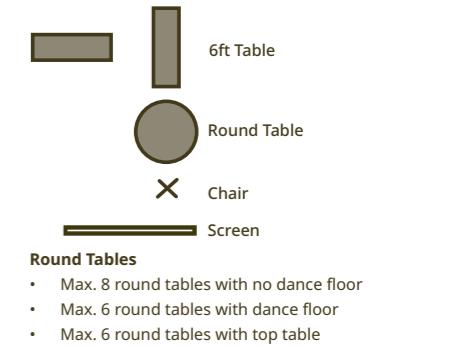
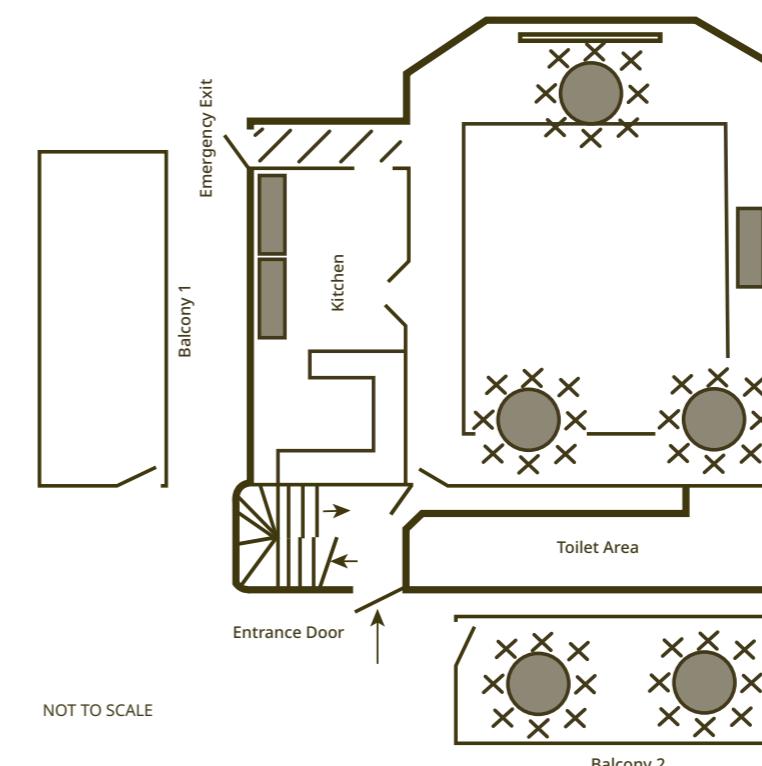
**Health & Safety**

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer



## BEAUFORT SUITE PARTY LAYOUT, WITH DANCE FLOOR (ROUND TABLES)

Beaufort Suite



**Round Tables**

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

**6ft Rectangle Tables**

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

**Chairs**

- Max. 8 chairs per table (round and rectangle)

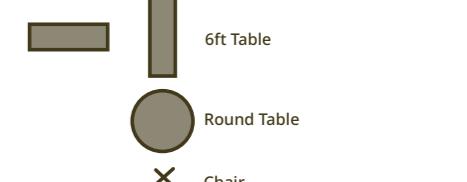
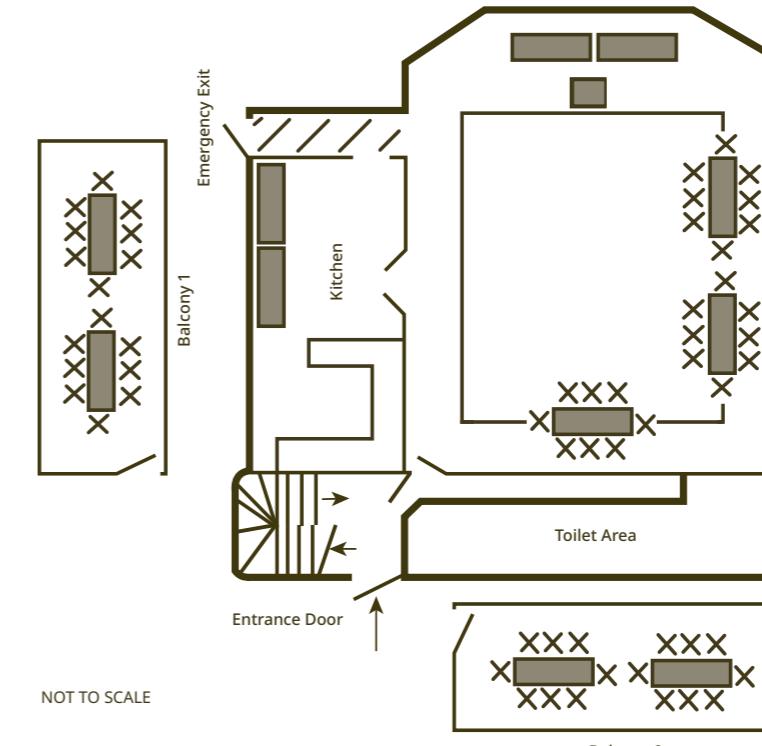
*Please note: number of total chairs used will reduce capacity*

**Health & Safety**

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

## BEAUFORT SUITE PARTY LAYOUT, WITH DANCE FLOOR (RECTANGULAR TABLES)

Beaufort Suite



**Round Tables**

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

**6ft Rectangle Tables**

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

**Chairs**

- Max. 8 chairs per table (round and rectangle)

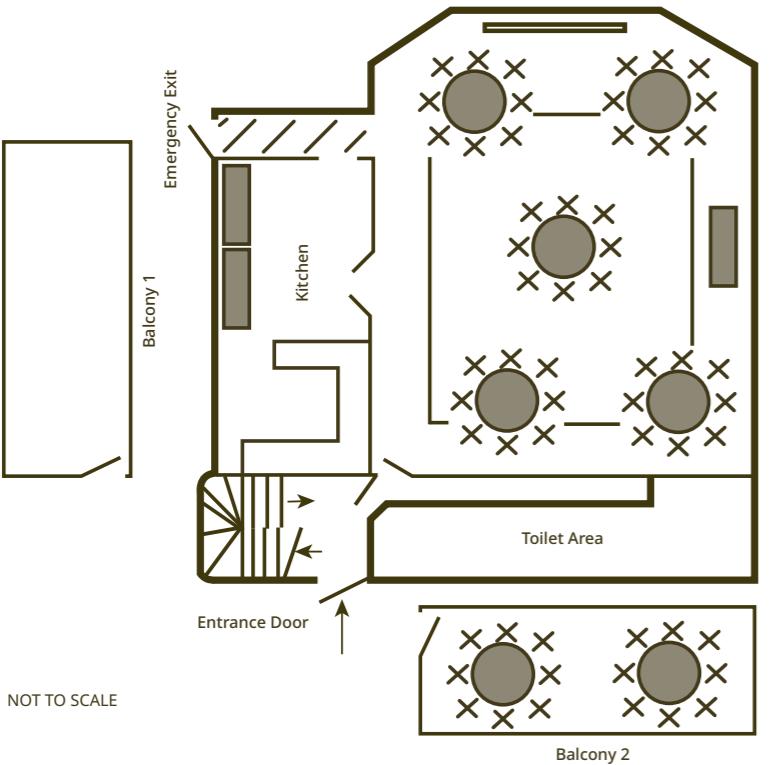
*Please note: number of total chairs used will reduce capacity*

**Health & Safety**

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

## BEAUFORT SUITE PARTY LAYOUT, NO DANCE FLOOR (ROUND TABLES)

Beaufort Suite



**Round Tables**  
 • Max. 8 round tables with no dance floor  
 • Max. 6 round tables with dance floor  
 • Max. 6 round tables with top table

**6ft Rectangle Tables**  
 • Max. 6ft rectangle tables  
 • Max. 6ft rectangle tables - conference style  
 • Max. 6ft rectangle tables - party no dance floor  
 • Max. 6ft rectangle tables - party dance floor

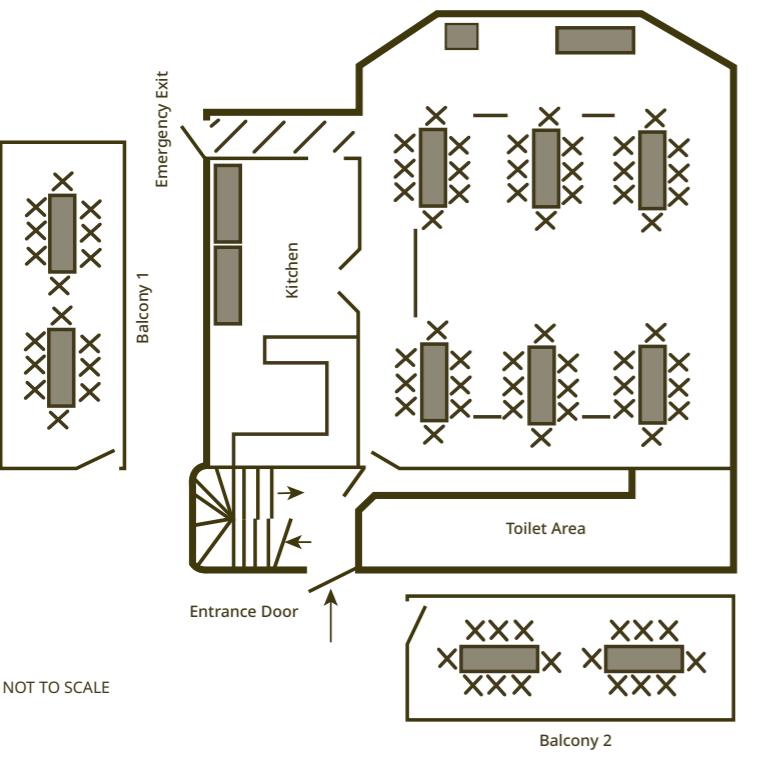
**Chairs**  
 • Max. 8 chairs per table (round and rectangle)

*Please note: number of total chairs used will reduce capacity*

**Health & Safety**  
 • 1.1m walk path required between tables and chairs  
 • 2m clearance needed in front of doors and fire exits  
 • No chairs allowed in foyer

## BEAUFORT SUITE PARTY LAYOUT, NO DANCE FLOOR (RECTANGULAR TABLES)

Beaufort Suite



**Round Tables**  
 • Max 8 round tables with no dance floor  
 • Max 6 round tables with dance floor  
 • Max 6 round tables with top table

**6ft Rectangle Tables**  
 • Max. 6ft rectangle tables  
 • Max. 6ft rectangle tables - conference style  
 • Max. 6ft rectangle tables - party no dance floor  
 • Max. 6ft rectangle tables - party dance floor

**Chairs**  
 • Max. 8 chairs per table (round and rectangle)

*Please note: number of total chairs used will reduce capacity*

**Health & Safety**  
 • 1.1m walk path required between tables and chairs  
 • 2m clearance needed in front of doors and fire exits  
 • No chairs allowed in foyer

## HUNTINGDON SUITE

Huntingdon Suite is a spacious hall with ceilings, large windows, including a central historic glass-stained window which beautifully complements the interior architecture.

The suite is equipped with a kitchen, cooking facilities and servery hatch. The open layout of the room offers vast flexibility for different event.

The space can accommodate 72 seated guests, 80 guests seated in a row for concerts, lectures or shows, and 100 standing guests for receptions and parties.



## PRICING

The minimum booking is two hours on weekdays and eight hours on weekends.

**Peak** (Friday to Sunday midnight and Bank Holidays)  
 £45 per hour

**Off Peak** (all other times)  
 £35 per hour

**All day hire** (Saturday 9am-12 midnight)  
 £530



Prices are valid until 31 March 2026.

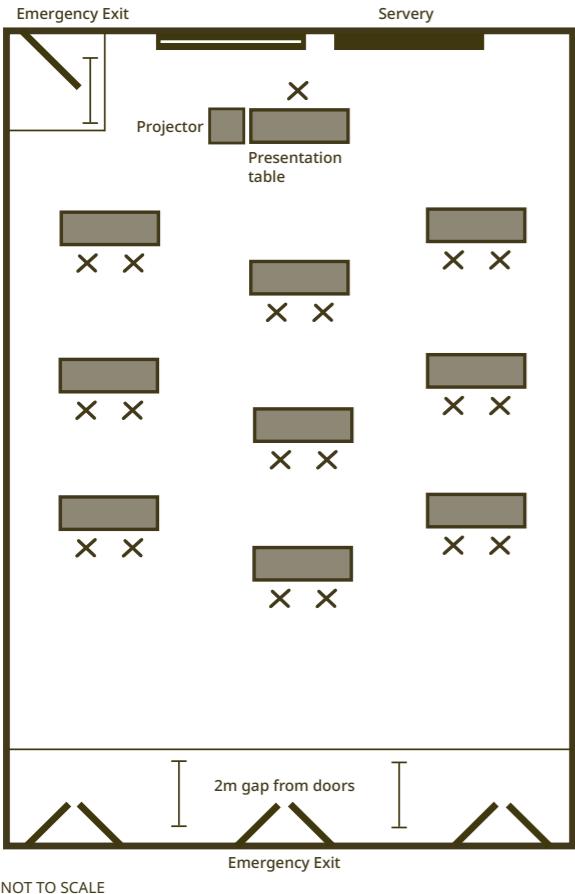


# HUNTINGDON SUITE

The Huntingdon suite can accommodate a number of different table layouts.

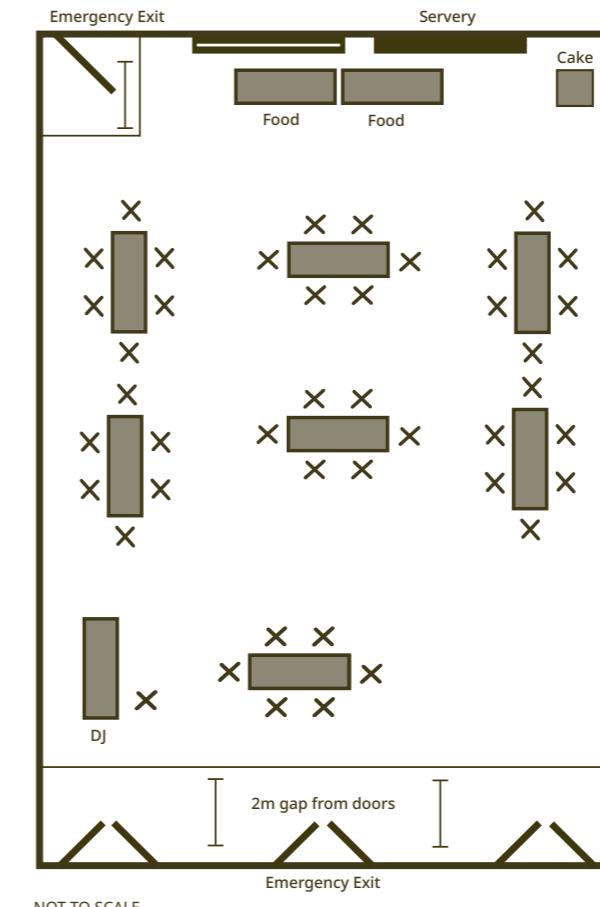
## HUNTINGDON SUITE CONFERENCE LAYOUT

Huntingdon Suite



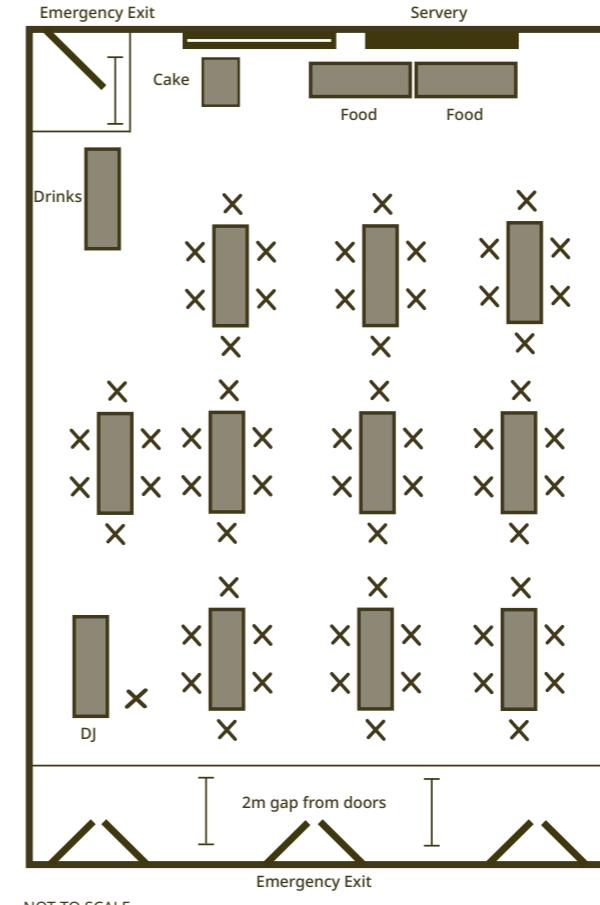
## HUNTINGDON SUITE PARTY LAYOUT, WITH DANCE FLOOR (RECTANGULAR TABLES)

Huntingdon Suite



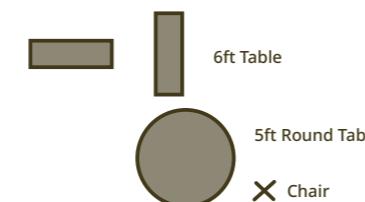
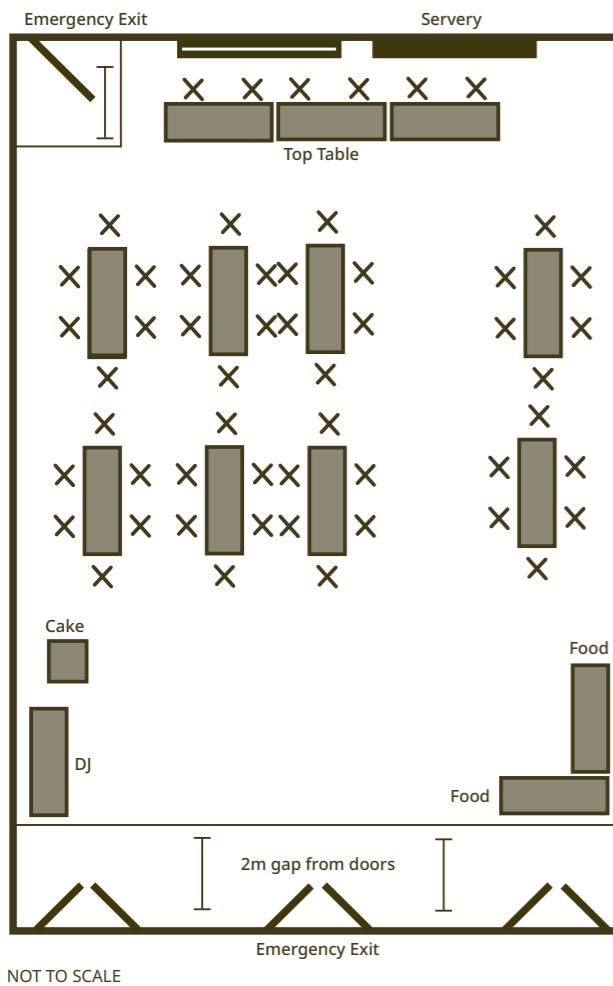
## HUNTINGDON SUITE PARTY LAYOUT, NO DANCE FLOOR (RECTANGULAR TABLES)

Huntingdon Suite



## HUNTINGDON SUITE PARTY LAYOUT TOP TABLE WITH DANCE FLOOR (RECTANGLE TABLES)

Huntingdon Suite



### Round Tables

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

### 6ft Rectangle Tables

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

### Chairs

- Max. 8 chairs per table (round and rectangle)

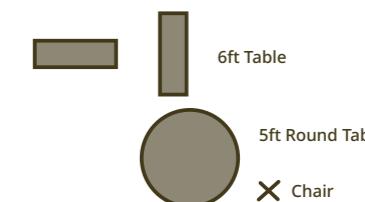
Please note: number of total chairs used will reduce capacity

### Health & Safety

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

## HUNTINGDON SUITE PARTY LAYOUT TOP TABLE WITH DANCE FLOOR (ROUND TABLES)

Huntingdon Suite



### Round Tables

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

### 6ft Rectangle Tables

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

### Chairs

- Max. 8 chairs per table (round and rectangle)

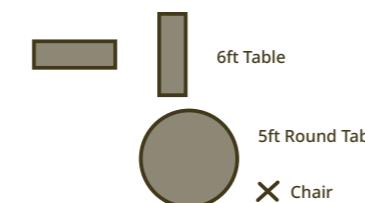
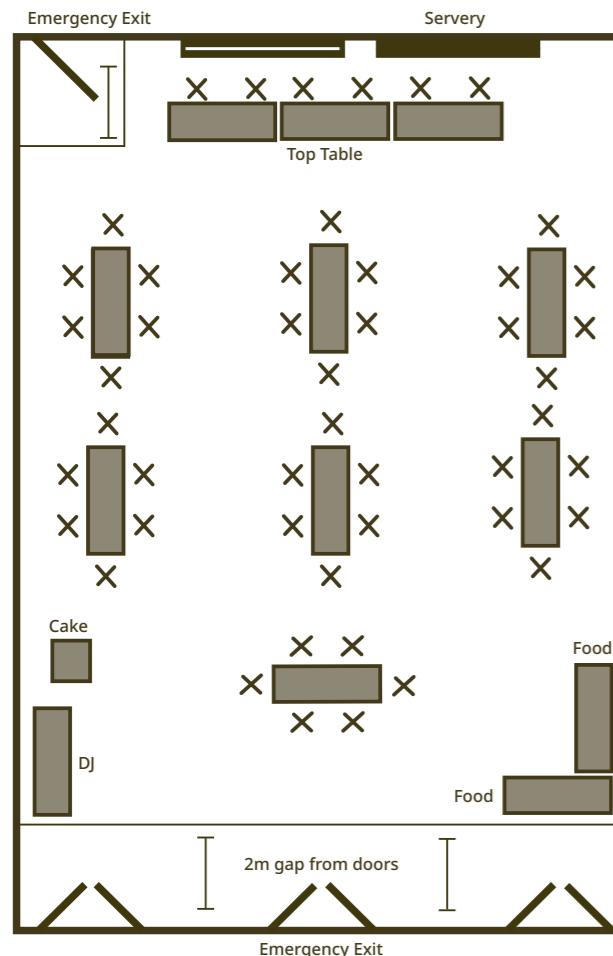
Please note: number of total chairs used will reduce capacity

### Health & Safety

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

## HUNTINGDON SUITE PARTY LAYOUT TOP TABLE, NO DANCE FLOOR (RECTANGLE)

Huntingdon Suite



### Round Tables

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

### 6ft Rectangle Tables

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

### Chairs

- Max. 8 chairs per table (round and rectangle)

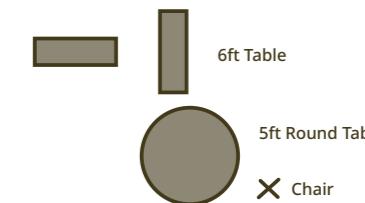
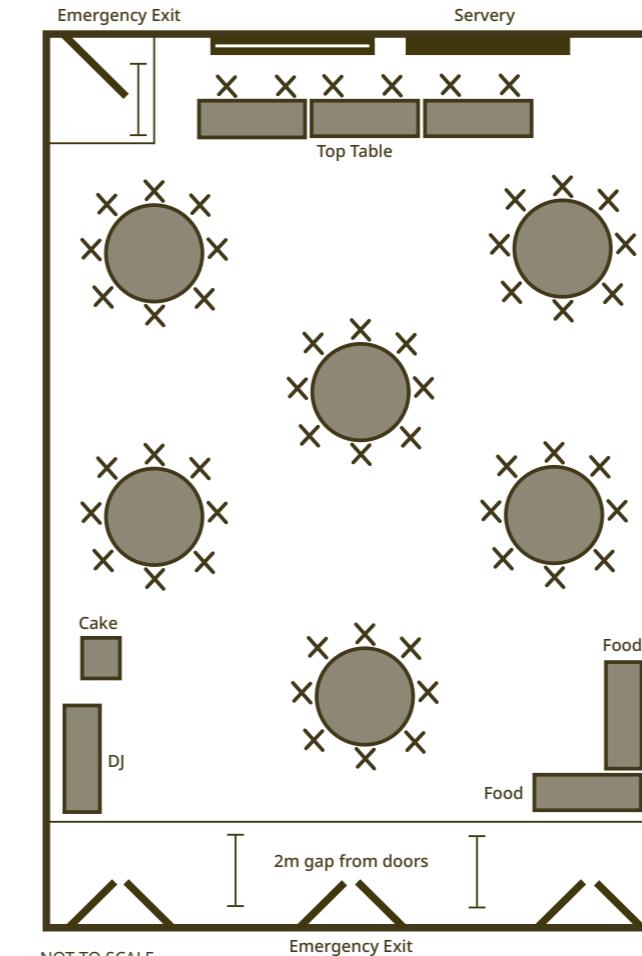
Please note: number of total chairs used will reduce capacity

### Health & Safety

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

## HUNTINGDON SUITE PARTY LAYOUT TOP TABLE NO DANCE FLOOR (ROUND TABLES)

Huntingdon Suite



### Round Tables

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

### 6ft Rectangle Tables

- Max. 6ft rectangle tables
- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

### Chairs

- Max 8 chairs per table (round and rectangle)

Please note: number of total chairs used will reduce capacity

### Health & Safety

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer



## SPANISH AMBASSADOR'S SUITE

The Spanish Ambassador's Suite is a spacious yet cosy room with regal décor, including an enormous fireplace as its key feature. This elegant space is versatile and is the ideal location for intimate events, including baby showers, business meetings and focus groups.

The suite is equipped with a small kitchenette for pre-prepared foods and can accommodate 32 guests seated at tables, 50 guests seated in rows for concerts, lectures or shows, and 60 standing guests.

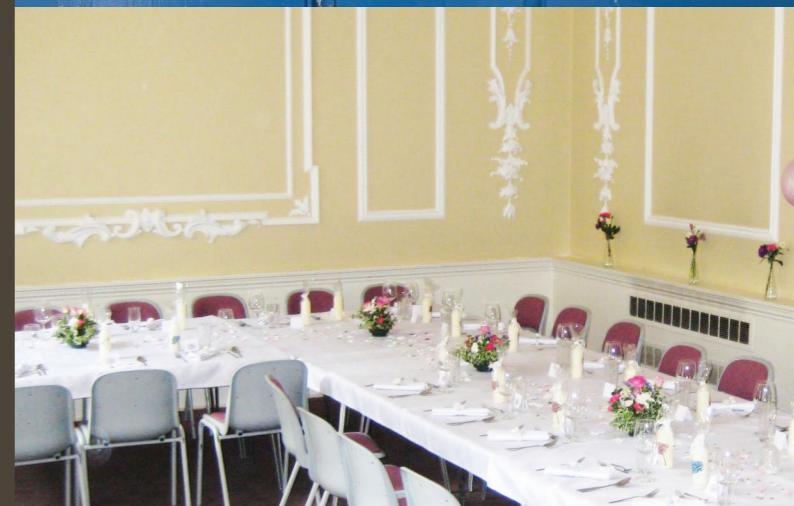
### PRICING

The minimum booking is two hours on weekdays and eight hours on weekends.

**Peak** (Friday to Sunday midnight and Bank Holidays)  
£35 per hour

**Off Peak** (all other times)  
£30 per hour

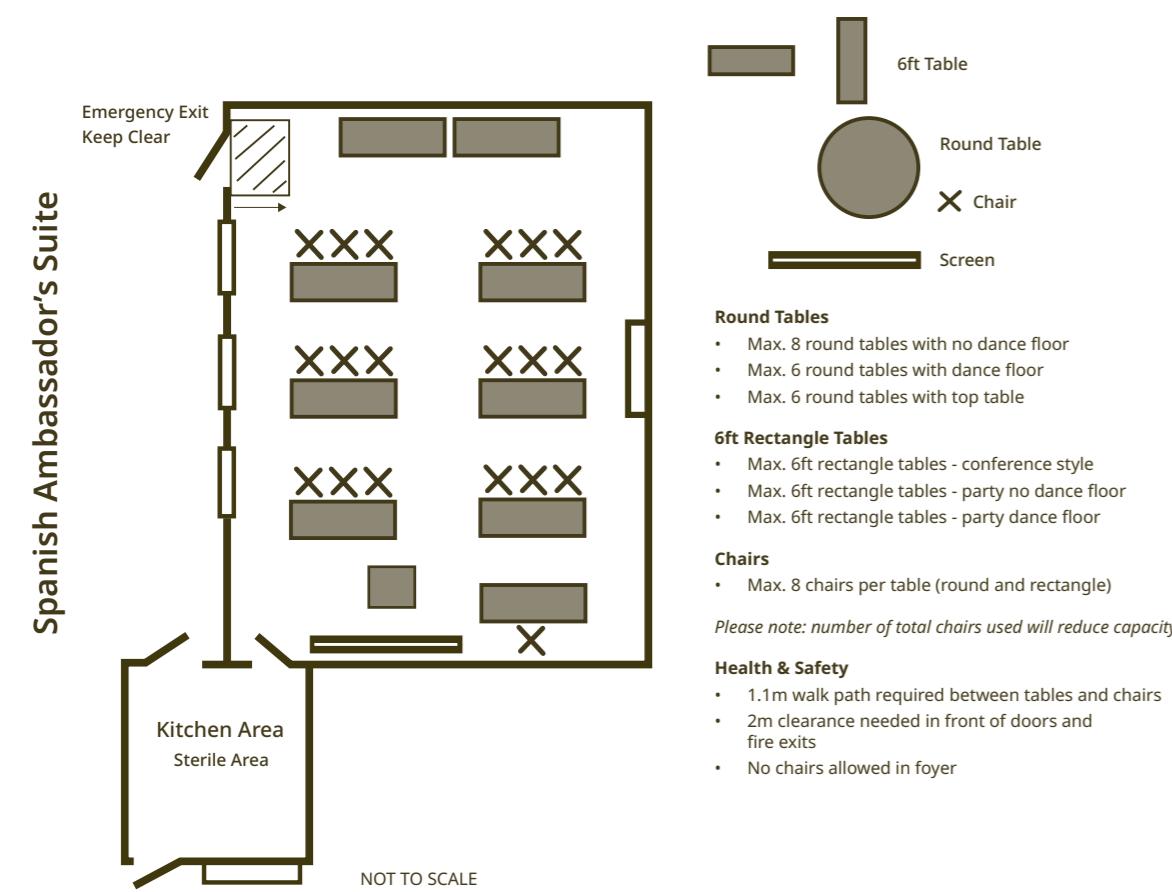
Prices are valid until 31 March 2026.



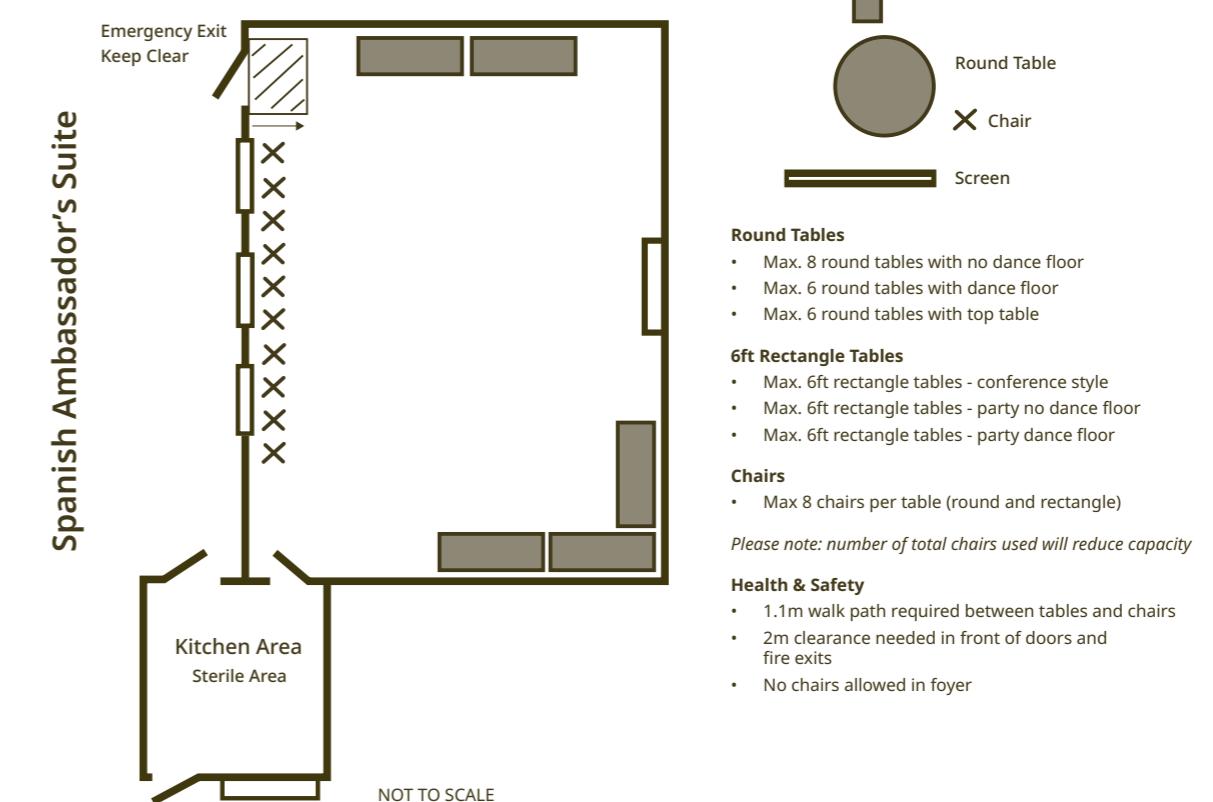
# SPANISH AMBASSADOR'S SUITE

The Spanish Ambassador's suite can accommodate number of different table layouts.

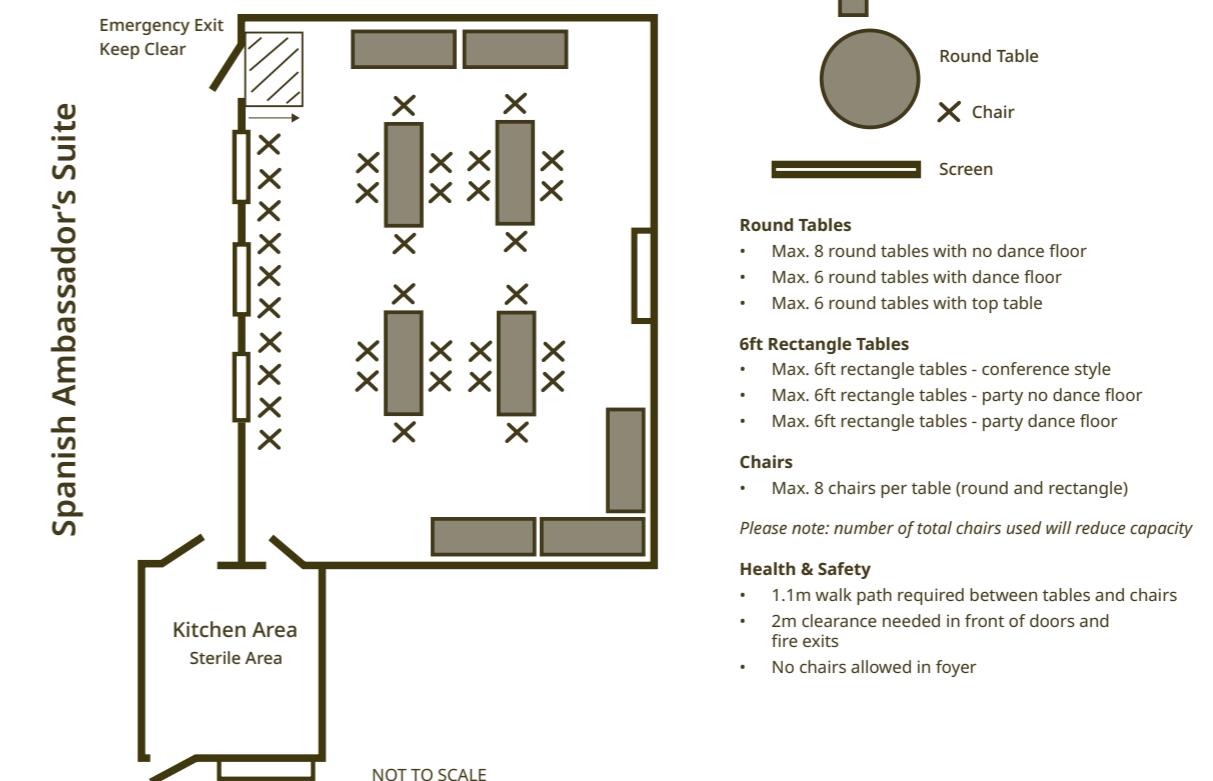
## SPANISH AMBASSADOR'S SUITE CONFERENCE LAYOUT



## SPANISH AMBASSADOR'S SUITE PARTY LAYOUT, WITH DANCE FLOOR

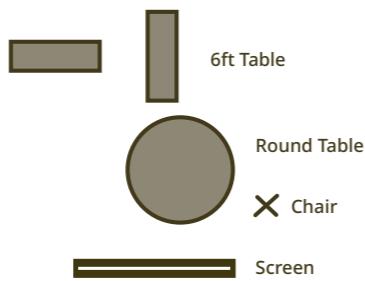
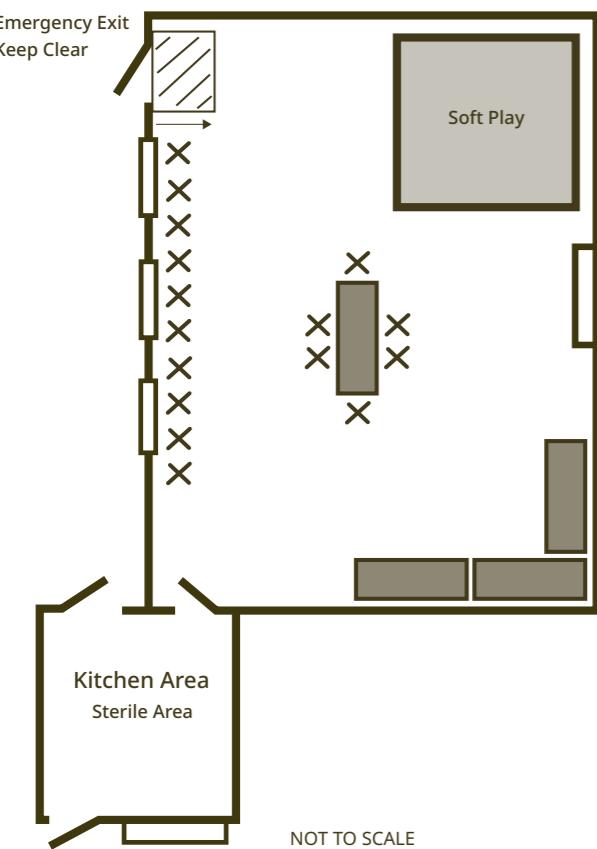


## SPANISH AMBASSADOR'S SUITE PARTY LAYOUT, NO DANCE FLOOR



## SPANISH AMBASSADOR'S SUITE PARTY LAYOUT WITH SOFT PLAY

Spanish Ambassador's Suite



### Round Tables

- Max. 8 round tables with no dance floor
- Max. 6 round tables with dance floor
- Max. 6 round tables with top table

### 6ft Rectangle Tables

- Max. 6ft rectangle tables - conference style
- Max. 6ft rectangle tables - party no dance floor
- Max. 6ft rectangle tables - party dance floor

### Chairs

- Max. 8 chairs per table (round and rectangle)

*Please note: number of total chairs used will reduce capacity*

### Health & Safety

- 1.1m walk path required between tables and chairs
- 2m clearance needed in front of doors and fire exits
- No chairs allowed in foyer

NB: When hiring any of the venues at Bishops' College, a temporary event licence is required for the sale of alcohol, and if required, a public performance licence must be obtained by the hirer in advance. Smoke or fog machines, electrical catering equipment and inflatables, candles or other naked flames, confetto or party streamers, generators and smoking are not permitted. External catering is not allowed on the forecourt area.



## CONTACT

### PHONE NUMBER:

01992 785555

(ask to speak to the Facilities team)

### WEBSITE:

[www.broxbourne.gov.uk](http://www.broxbourne.gov.uk)



## NEARBY CAR PARKS

### PAY AND DISPLAY CAR PARK

#### How to find the Car Park

1. Just off the M25 heading north on the A10
2. Take the exit College Road, Cheshunt
3. Take the first exit at the roundabout and then the second exit. Follow the road around the bend to the right
4. Take the first exit on the right onto the entrance of Bishops' College
5. The Pay & Display car park is located to the left. Ticket must be displayed.

#### Directions from the car park

The halls are located next to the car park by the small set of steps leading to the court yard...

- a. Beaufort Suite, directly to the left, standalone building
- b. Spanish Ambassadors suite, is located in the left hand corner of the court yard through the blue door
- c. Huntingdon Suite is located through the blue double doors on the right.

### REAR CAR PARK

#### How to find the rear car park

1. Just off the M25 heading north on the A10
2. Take the exit College Road located in Cheshunt
3. As you approach the first small roundabout, take the second exit onto Whit Hern Road
4. As you drive along Whit Hern Road, the car park is located on the right hand side

## SITE MAP

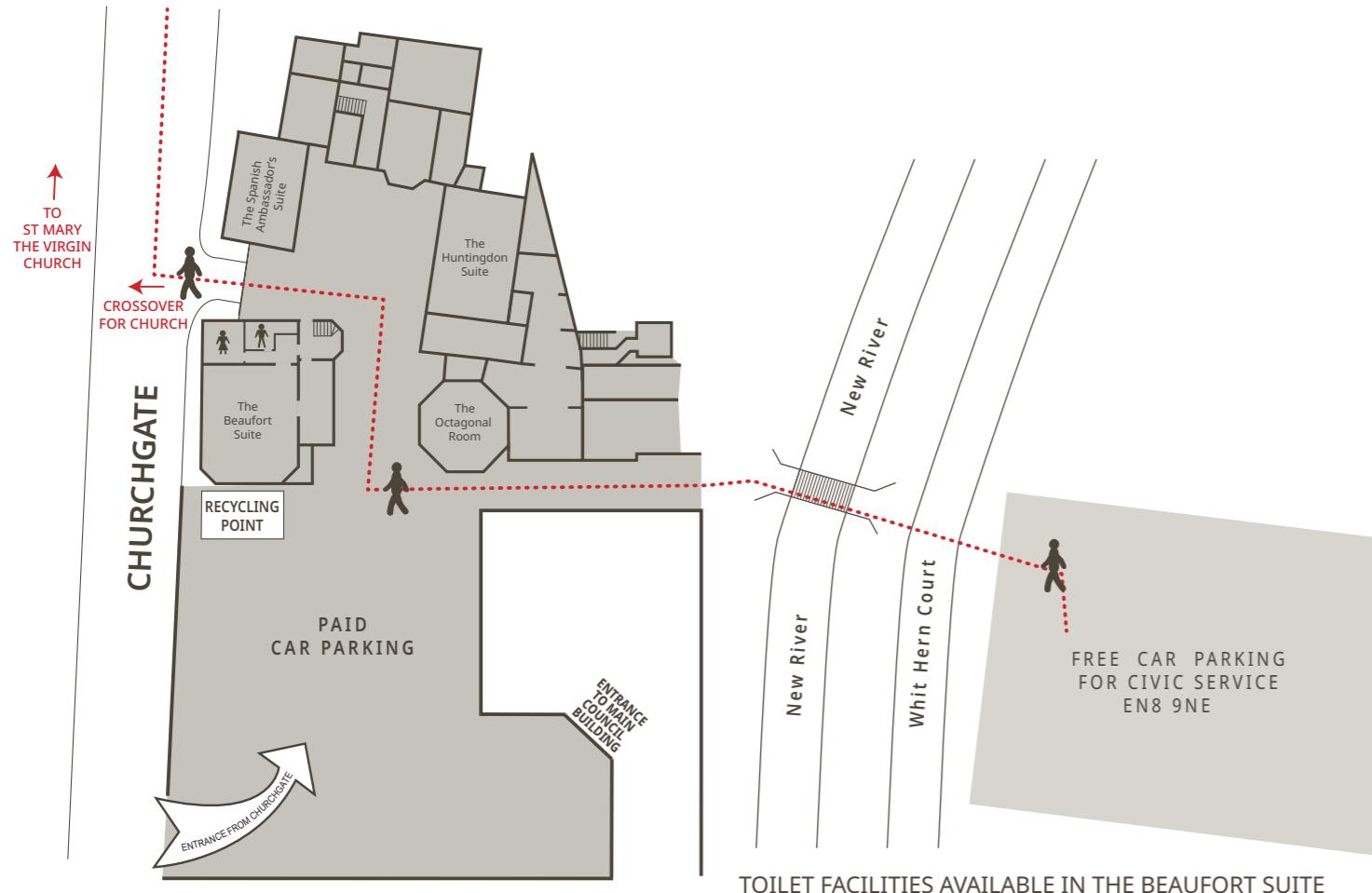
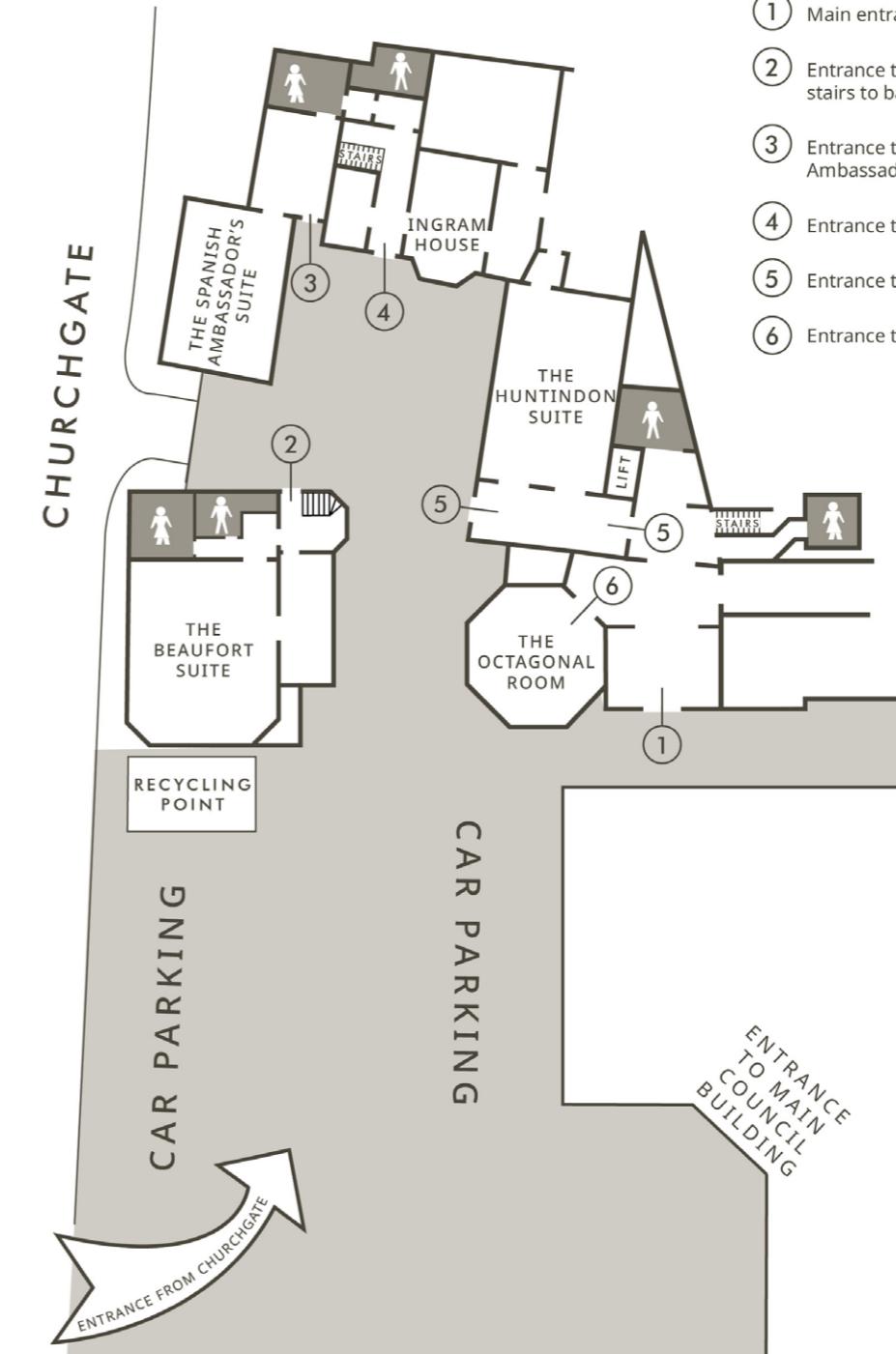
## Directions from the rear car park

1. Head towards the New River, crossing the bridge when you come to it
2. Once across the bridge, head towards the building located directly ahead
3. As you reach the building, take a right hand turn along the building until you reach the loading bay
4. Once at the loading bay, follow the road to the left and under the bridge between the two buildings
5. Just before you reach the recycle area, go up the small steps that lead to the courtyard

See previous page, points 3a, b, c under 'Directions from car park' for guidance on how to get to each hall.

## Address

Bishops' College, Churchgate, Cheshunt, Hertfordshire, EN8 9XQ

BISHOPS' COLLEGE  
CHURCHGATE, CHESHUNT

On-Site Car Park (Limited spaces on weekdays)

Whit Hern Car Park (Limited spaces on weekdays)

Staff car park/Rear car park (Available to hirers on weekends only)

# BROXBOURNE DESIGN & PRINT

Looking for invitations, table plans, cards, leaflets, booklets, or others event stationery?

Get in touch with our Broxbourne Design & Print team for unique and professional creations and printing service.

Email: [designandprint@broxbourne.gov.uk](mailto:designandprint@broxbourne.gov.uk)

Telephone: 01992 785555 Ext: 5838

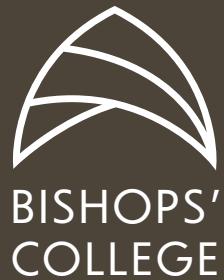
## ON-SITE SUPPORT:

Design & Print (Print Room)  
Bishops' College Old Building  
Cheshunt, Hertfordshire EN8 9XQ  
Opening hours: 8am-5pm.

Designed by  
 Broxbourne Design & Print







BISHOPS' COLLEGE, CHURCHGATE,  
CHESHUNT, HERTFORDSHIRE, EN8 9XQ



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Broxbourne Design & Print

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