



## **SPECIFICATION**

### **Venue Cymru Arena Conference & Banqueting Chairs**

**Project Reference: EC/VCAC/2026**



**Conwy - Sir flaengar sy'n creu cyfleoedd**

**Conwy - a progressive County creating opportunity**

**INTRODUCTION – Venue Cymru ([www.venuecymru.co.uk](http://www.venuecymru.co.uk)):**

Venue Cymru is a large purpose built venue located on the promenade in Llandudno, Conwy, North Wales. It consists of a theatre, conference and events centre, arena, hall, restaurant, atrium, café and bars and is a leading entertainment and events venue in north Wales as well as the rest of the United Kingdom ('UK').

The theatre at Venue Cymru is a traditional proscenium arch theatre and has a 1,500 seat auditorium with one of the largest stages in the UK capable of receiving virtually any touring production. Audiences are drawn from a wide geographical area.

The theatre has gone from strength to strength since it was built in 1994 and attracts many high-profile performers and productions. The programme is diverse and reflects the differing tastes and requirements of the community. The diverse range of shows staged in the theatre include: -

- Drama productions.
- Musicals.
- Opera.
- Music concerts.
- Ballet.
- Welsh Language Performances.
- Dance shows.
- Ice shows.
- Children and family shows.
- Variety shows.
- Comedy performances.
- Pantomime.
- Community performances and events.

Venue Cymru hosts many high-profile events throughout the year and is the home for many smaller conferences and meetings for both local companies and those from further afield. Its key spaces are used for a varied mix of events encompassing both the arts and events market.

The Conference Centre is a modern conference facility for small, medium and large events. It hosts a full range of rooms and services available for events, meetings and conferences of all sizes, in person, virtual and hybrid, all available for hire.

The Conference Centre regularly hosts a range of political parties for their annual conferences, various religious groups and many private and public sector conferences. It is used for a full range of events including annual conferences, antiques fairs, trade and public exhibitions, training events and meetings for small groups up to several hundred. Venue Cymru generates valuable funds towards business tourism spend in the county.

The 1,550 square metre Arena is used for a variety of purposes including exhibition space, sporting events and a concert venue. The arena has capacity for up to 2,500 standing, 1,250 seated or banqueting for 1,000. The Hall offers a further major space for up to 1,500 standing or 700 seated. There is also a function room with capacity for 250, a lecture room and 18 meeting room spaces for between 10 to 150 delegates with a range of foyer and breakout spaces available.

The foyer area also contains Catlin's café bar on the ground floor and Y Review restaurant on the first floor which offers a stunning panoramic view of the coast of Llandudno Bay and currently provides 65 covers.

The range of spaces and technical support services available also makes Venue Cymru popular for television broadcasts.

Venue Cymru is proudly owned and operated by Conwy County Borough Council ('the Authority') and is part of the Economy and Culture Service.

The theatre and the conference facilities play a vital role in the local economy and regeneration of North Wales, bringing leisure and business tourists to the area as well as providing an important service for the local residents.

## **BACKGROUND TO THE PROJECT**

This project focuses on the procurement of high-quality, durable Conference and Banqueting Chairs plus accessories suitable for use within a busy conferencing and event environment. The chairs will be required to offer comfort and resilience under heavy use and meet all relevant safety and fire regulations.

The current chairs, although serviceable, are showing signs of age-related damage and wear and are the original chairs procured when this section of the building opened in 2005.

## **THE REQUIREMENTS**

For the Venue Cymru Arena Conference and Banqueting chairs, the Authority is seeking a suitable Supplier (the 'Supplier(s)') for the supply and delivery of new chairs, and associated accessories ('products' / 'goods') to: -

- Venue Cymru, The Promenade, Llandudno, Conwy, LL30 1BB

## **EQUIPMENT SPECIFICATION**

The equipment specification is detailed below with the quantity required of each item listed in the title description.

### **Conference & Banqueting Chairs: - 1500**

The conference and banqueting chairs shall feature plain black or dark charcoal grey upholstery (subtly patterned black is acceptable), made from non-bobbling, hard-wearing, and stain-resistant fabric (minimum Martindale Rub test of 50,000 Martindale cycles), supported by a steel or aluminium frame finished in grey or silver powder-coating or anodising.

The preferred backrest style is an "Emperor Back," although an "Oval (Spoon) Back" would be considered (this should be approved prior to award). The seat should comprise moulded foam with a plywood base to ensure long session comfort (minimum 3 hrs) and long-term durability.

Chairs must be stackable to a minimum of ten high with appropriate protection to prevent frame damage and incorporate anti-slip feet to protect floors. They must incorporate a fixed integrated linking system suitable for conference layouts (not clip-on links) and be lightweight enough for safe manual handling by venue staff. (Existing chair linking system can be seen in Appendix 5).

All materials and construction methods must be corrosion-resistant with strong, clean welds, and samples of both fabric and frame finishes must be approved prior to order.

Chairs must comply with all applicable UK safety and fire standards, including BS EN 16139:2013 for strength and durability in non-domestic seating, BS 7176:2007 for fire resistance in medium-hazard environments, and BS EN 1022:2018 for seating stability. Upholstery must meet fire-retardant requirements suitable for large public assembly spaces.

Suppliers should provide a minimum five-year warranty and deliver the chairs fully assembled and ready for use.

#### **Chair Trolleys for Conference & Banqueting Chairs: - 4**

The supplier shall provide a robust, commercial-grade chair trolley (suitable for safely transporting stacks of up to ten chairs within Venue Cymru). The trolley must be compatible with the chairs proposed by the supplier as part of this tender and constructed from durable steel or an equivalent metal with a high-quality, chip-resistant powder-coated finish. It should incorporate a suitably sized support plate capable of lifting stacked chairs without damaging the chair frames, and be fitted with heavy-duty, smooth-rolling, non-marking wheels suitable for indoor use on a variety of floor surfaces.

The trolley must be designed for regular use in a large public venue, allowing safe single-operator handling, stable movement when fully loaded, and the ability to pass through standard internal doorways. All components should be built for long-term durability, including strong welds.

Suppliers must confirm compatibility with their proposed chairs and provide basic technical details, load rating, warranty information, and drawings/photographs

#### **Supply and Delivery**

Suppliers should be aware that this project will be for the supply and delivery of the new goods only.

The date(s) for delivery will be agreed between the Authority and successful Supplier once the contract has been awarded and supply lead-in times identified.

#### **Carbon Net Zero / Carbon Emission Data Reporting**

As part of its Climate Challenge Programme, the Authority aims to be carbon net zero by 2030. To aid with achieving this target, the Authority will:

- Review its supply chain carbon emissions data to better understand Supplier carbon emissions resultant from delivering services / Contracts for the Authority.
- Work with Suppliers to reduce carbon emissions and decarbonise the Authority's supply chain.
- Improve how services are performed and delivered in a more carbon neutral environmentally friendly way.

The Authority's Suppliers will need to be proactive in working towards reducing their carbon emissions to demonstrate a commitment to combat this global issue and assist the Authority with its supply chain decarbonisation targets.

Suppliers will be required to provide information relating to carbon reduction plans and carbon emission data during the Contract period as part of the Authority's response to become carbon net zero by 2030.

For further information about the Authority's Climate Challenge Programme, please click the following link: <https://www.conwy.gov.uk/en/Council/Strategies-Plans-and-Policies/Climate-Change/Climate-Challenge-Programme.aspx>

#### **Other Business, Policy and Legislative Information**

Your Organisation will be required to provide information relating to business, other policy and legislative requirements to ensure compliance and lawfulness and for the Authority to undertake the identified risk assessments. The requirements from Suppliers are identified in the tender documentation for this Contract opportunity.