

## National Series – Host Tender 2025/26



Please complete this form in full providing venue and officials details, and expected costs that will be incurred. You will have the opportunity to provide any further information that you wish for us to consider when appointing the venues.

<b><u>This section is to be completed by the Club</u></b>	
Venue Name:	
Venue Address:	
Name of Individual response for tender:	
Region:	
Venue Hire cost per weekend:	
Expected expenses cost of the Referee (1) per weekend? Including Referee name if known.	
Expected expenses cost of the Tournament Organisers (1) per weekend? Including TO's name if known.	
Expected expenses cost of the umpires per weekend? Please state the number of umpires/divisions.	
How many tables can your venue hold?	
Which event date(s) would you like to host:  Weekend 1 – 18/19 Oct 2025 Weekend 2 – 15/16 November 2025 Weekend 3 – 24/25 January 2026	
Is a cafeteria available on site where adequate hot and cold refreshments will be made available?	
Cost of any other appropriate or relevant costs per weekend. Please detail these:	

**Please include all officials costs so that the total cost per weekend is clearly stated.**

To assist in quoting these costs, the current Table Tennis England claim allowance is up to £6.00 for lunch, £18.00 for dinner and 40p per mile travelling allowance if travelling alone, or with an additional 5p per mile if sharing with each named passenger officiating at the event.

Organisers are required to provide a written invoice on letter headed paper detailing the weekend's costs. All Officials and volunteers' expenses must follow the TTE volunteers' policy guidelines, but we do not require the claim forms themselves. Your invoice should be submitted to [competitions@tabletennisengland.co.uk](mailto:competitions@tabletennisengland.co.uk) within 2 weeks of the event.

Details of any other appropriate details that you would like us to know. If necessary, please use a separate sheet of paper.

**Signature:**

**Date:**

**Deadline for return of tenders: Wednesday 26<sup>th</sup> February 2025**