

# Organisers Check List



Print off and tick the boxes once that point has been completed.

1. Phone our sales office to check available dates as early as possible to avoid disappointment (especially for christmas and summer).
2. When you have a date in mind please contact us again to provisionally book, we will then send you a booking form detailing our terms and conditions and deposit requirements.
3. When you receive your booking form please check the details of your event and the deposit due date (due dates for deposits vary on the time of year and availability). Please then return to our sales office.
4. When we receive your signed booking form and deposit we will then again confirm in writing the details of your event to avoid any problems on the day.
5. On the day of your event please ensure you have the balance of monies of all drivers taking part as events cannot commence until payment is received.
6. Then simply let us do the rest.

## Useful Contact Information

Sales Office: 01543 418419  
(open 7 days 10am – 5pm)

<http://www.midlandkarting.co.uk>  
[sales@midlandkarting.co.uk](mailto:sales@midlandkarting.co.uk)

Midland Karting Ltd.  
Wood End Lane  
Fradley Park  
Lichfield  
WS13 8NF

Use this to keep track of who has paid and who hasn't

| Name  | Tel. number | Deposit Paid | Total Paid |
|---|-------------|--------------|------------|
|  |             |              |            |