**Great Glen Village Hall Complaints Form**

Complete electronically, save as a new document and email to the Secretary at gghallsec@gmail.com

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| --- | --- |
|  | **Please write your response below** |
| 1. **Name and organisation (if applicable)**
 | Click or tap here to enter text. |
| 1. **Address (including postcode)**
 | Click or tap here to enter text. |
| 1. **Telephone**
 | Click or tap here to enter text. |
| 1. **Email address**
 | Click or tap here to enter text. |
| 1. **Tell us about your complaint, clearly outlining:**

**5a Why you are not satisfied?****5b What you want us to do to put things right?** | Click or tap here to enter text. |
| 1. **Have you tried to resolve your complaint before?**

 **If “yes”, when?** **If “yes”, how?** | Click or tap here to enter text. |
| 1. **Any other comments?**
 | Click or tap here to enter text. |
|  **Signed** | Click or tap here to enter text. |
|  **Print name** | Click or tap here to enter text. |
|  **Organisation (if applicable)** | Click or tap here to enter text. |
|  **Date** | Click or tap here to enter text. |