**Great Glen Village Hall Complaints Form**

Complete electronically, save as a new document and email to the Secretary at [gghallsec@gmail.com](mailto:gghallsec@gmail.com)

|  |  |
| --- | --- |
|  | **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. |