



High Wych Memorial Hall Complaints Form

Please use this form to make your complaint.
 If you prefer you can email us at: hwmhall@gmail.com
 or telephone The Chair on 07907 366243 or write a letter.

1. Name and Organisation (if applicable):.....

2. Address (including post code):.....

3. Telephone:Email:

Tell us about your complaint, clearly outlining:

4a. When did you hire the Hall?.....

4b. Why are you not satisfied?.....

4c. What do you want us to do to put things right?.....

5. Have you tried to resolve your complaint before? Yes No

If "yes", when?

And how?.....

6. Any other comments?.....

Signed..... Date.....

Print name

Position in Organisation (if applicable).....

Please post to: The Chair of High Wych Memorial Hall Trustees, Mr. Chris Poole,
 Windy Ridge, Redricks Lane, Sawbridgeworth, Herts. CM21 0RL