



## 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](mailto:hwmhall@gmail.com)  
 or telephone The Chair on 01279 429983 or write a letter.

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

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

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3. Telephone: .....Email: .....

Tell us about your complaint, clearly outlining:

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

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

.....

.....

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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