

Burton Memorial Hall

Appendix A - COMPLAINT FORM

Please use this form to make your complaint or, if you prefer, you can write a letter or email instead. For urgent matters please telephone us* ahead of submitting a written complaint.

1. Your name (and your organisation if applicable):

2. Your address (including postcode):

3. Your telephone no.:

4. Your email address:

5. Tell us about your complaint:

(a) On what date did the issue you are complaining about take place?

(b) Did it occur inside the Hall or outside the Hall but inside our boundary?

(c) What happened?

.....
.....
.....
.....

(d) What would you like us to do to put things right?

.....
.....

6. Any other comments about this matter?

.....
.....

Signed: Date:

Please return your completed form to:

The Chair of the Management Committee,
Burton Memorial Hall, Main Street, Burton, Carnforth LA6 1HU
OR send by email to bmh.chair@burtonweb.org.uk
Telephone (emergency) 01524 781306.

Burton Memorial Hall