Please complete the details of your complaint in the box below and return to the Broomhall Centre worker, Board Chair or Secretary as soon as possible by any of the methods below:

**Writing**: Broomhall Centre, Broomspring Lane, Sheffield, S10 2FD

**Telephone**: (0114) 2729105

**Email**: bookings@broomhallcentre.com, chair@broomhallcentre.com, secretary@broomhallcentre.com

In order that we may be able to deal with your complaint swiftly, please ensure that you give as much detail as possible, including:

* Your name and contact details.
* The name(s) of the person(s) you are complaining about.
* The date(s) and time(s) when the incident(s) you are complaining about took place.
* The nature of the complaint.
* Any other information which you feel is relevant to your complaint.

|  |
| --- |
| **Your name:** |
| **Your contact details:** |
| **Job title / position (if relevant):** |
| **Date on which you are making this complaint:** |
| **Details of your complaint (continue on a separate sheet of paper if necessary):** |