Dentdale Memorial Hall - Incident Reporting

Hirer Information	
Name/Organisation:	
Date of Booking:	

Information about the Person Involved in the Incident	
Name:	
Address:	
Telephone	
E-mail	

Information about the Person Reporting the Incident	
Name:	
Address:	
Telephone	
E-mail	

Details of Incident	
Date and Time:	
Where did the Incident take place?	
Details of the Incident:	
Action Taken:	

Print Name:	Signature:
Date of Reporting:	

In case of an incident, please leave this form in the folder for the attention of the Dentdale Memorial Hall Trustees or where the form is completed online, you can email it to dentdalememorialhall@gmail.com.