



FACILITY BOOKING AGENT REPORTING FORM

This report should be completed monthly, at the end of each month, and submitted to the Bouchie Lake Recreation Commission attached to any invoices for payment.

Date Completed: Apr 29/15 Submitted By: Angela Mezzatesta

Month / Year: April 2015

Number of Rental Enquiries: 5

Summary of how people find out about the Bouchie Lake Hall & Recreation Grounds?

Website	Leisure Guide	Previous Client	1	Other:	2
Word of Mouth	Road Signage	Local Resident	2	Other:	

Total Number of Showings: 3 Total Number of New Bookings (Hall): 3

Total Number of New Bookings (Outside): 0

Total Number of Hours Worked: 48.5 Total km. driven for BLRC Business: 76

Recommendations / Concerns / Comments:

Busy month, rentals seeing an increase. Staples account – updated, Wendy & Angela only ones authorized to charge & can do this w/o purchase order. Donation of 2nd desk, set up computers, phone lines. NDI grant approved working with Diane (QDRC) to coordinate tasks for completion.

Applied to CNC for carpentry project – replacement of garbage shed – see attached form.

Commission didn't meet this month, recommend happen in May, need plan for signing chqs as both 2nd signatories are away over summer. Need consistency re: signing chq as late fees were applied on some utility bills & contractors have been delayed receiving payment.

Recommend building be power washed – quote in process of development, move cement planters from rear of building to front – beautification.