



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: Feb 27/15 Submitted By: Angela Mezzatesta

Month / Year: Feb 1 – 28/15

Number of Rental Enquiries: 3

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

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

Total Number of Showings: 1 Total Number of New Bookings (Hall): 1

Total Number of New Bookings (Outside): 2

Total Number of Hours Worked: 50+ - 1 hr snow removal Total km. driven for BLRC Business: 70

Recommendations / Concerns / Comments: Feb was a busy month – worked on finalizing NDI application with CRD/QRec, lots of BCHC activities – 4 x week. Managed mail, emails, FB & website – added BCHC supplemental guide & refined info re: hall/kitchen. Office reno & assessment & recommendations of other updates. Forwarded activity/event list to Contractors (custodial/Snow removal). Fielded rental inquiries & questions re: Program hosted @ hall. Trouble shooting - plumbing issues: toilet overflow, water in basement & leak in men’s washroom. Contacted Dan - All Service Plumbing – arranged site visit to determine issue, repairs/replacement of valves – 3 toilets, snaked toilet & replaced wax seal – 1 toilet. Hydro increase – discovered our bill was in line with same period for 2014, learned also that BLRC rents a light from BC Hydro & that is reason we have Unmetered charges on our bill. P/U 1st Aid kit, Water test taken & delivered to EH. Changed Hwy sign to promote activities offered. My hours ran out before month end, hrs worked to support HCBC prg completed as a volunteer. Reminder - I’m away Mar 2 – 6 & Wayne Andres will be covering for me during my absence.