



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: May 31/15 Submitted By: Angela Mezzatesta
Month / Year: May 2015

Number of Rental Inquiries: 1

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

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

Total Number of Showings: 1 Total Number of New Bookings (Hall): 0

Total Number of New Bookings (Outside): 1

Total Number of Hours Worked: _____ Total km. driven for BLRC Business: 101

Recommendations / Concerns / Comments:

Fund raising sign re: Frt Entry, erected on Hwy frontage, update posted on FB to advise Residents re: funds secured & planned changes.

NDI grant – RFQ developed & Contractor mtg held – May 12/15. Three General Contractors + one Electrical Contractor attended. Waiting for info when selection committee to meet.

Brent Oxenbury - Oxy's PC Services to assist, plan is for him to determine what is needed for set up. See attached email. BLCA initiative, Commission to house / allow access; requirements/costs for set up to be reviewed @ upcoming CA meeting & funds allocated so project can go forward.

Marketing hall rentals, ongoing – via FB posts & Hwy signs

Volunteer Recruitment to assist with garden care/clean up and Claymine trails ongoing.

Signing chq – need consistent plan; late fees were applied on some utility bills & contractors have been delayed receiving payment.

Pressure washing Building – One quote rec'd re: see attached.

Recommend moving cement planters from rear of building to front – beautification. Seeking approval for cost to relocate

Created & posted signage in kitchen – safe food handling, use / how to instructions on coffee pots

Alternate Janitor secured – focus will be on completion of Annual cleaning tasks & short term projects

Facility Agent – no Contract in place, duties to be reviewed, fee negotiated