



## 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: Aug 31/15 Submitted By: Angela Mezzatesta  
Month / Year: Aug 2015

Number of Rental Inquiries: 4

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

Website	Leisure Guide	<u>Previous Client</u>	Other:
Word of Mouth	Road Signage	<u>Local Resident</u>	Other:

Total Number of Showings: \_\_\_\_\_ Total Number of New Bookings (Hall): 2

Total Number of New Bookings (Outside): \_\_\_\_\_

Total Number of Hours Worked: \_\_\_\_\_ Total km. driven for BLRC Business: 70

### Recommendations / Concerns / Comments:

NDI grant – working with Contractor/Diane to coordinate project & set start up mtg. Recommend my office hrs be more flexible so I can be available to contractor/trades.

Marketing hall rentals, ongoing – via FB posts & Hwy signs – rentals still strong, Yoga Retreat, Polling station in October; International cooking classes – 4, Winter 15/16

Water test – collected/delivered sample

Water in bsmt – needs addressing, clean up, drains to be cleaned /tank in place to catch over flow temporarily

Mainline Roofing – site visit & assessment

SRG Pressure Washing – requested quote to clean gutters/downspouts

Prep for building tear down – plant/shrub giveaway

Claymine trails – jointly coordinating Open House, new signage, invites/promo & attended event

Swings – arrived, p/u @ Purolator & requested Wayne install

Quote – cell phone booster, BK Two Way & Bear Communications, see attached

Petty cash - management

General requests from public/organizations:

Arena Concession leasing – submission rec'd

Budget info – request to provide

Donation – \$100 to Front Entry project, by Rick in memory of his wife Leslie James - acknowledgement

Recommendation:

Replace broken/rotten boards on bleachers @ ball diamond & Riding Arena

Replace broken boards on gate of ice rink