



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: Dec 30/15 Submitted By: Angela Mezzatesta

Month / Year: Dec 2015

Number of Rental Inquiries: 3

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

Total Number of New Bookings (Outside): 0

Total Number of Hours Worked: 60 (10 banked) Total km. driven for BLRC Business: 45

Recommendations / Concerns / Comments:

Front Entry project – Shaw rerouting of cables, final inspection/walk thru with Contractor, Access Engineering & Diane/Stuart, Final Inspection & certificate – Building Inspector

New entry now added to existing alarm, short term both doors will remain locked

Marketing hall rentals, ongoing – via FB posts & Hwy signs – Calendar busy with activities/prg during January & February. Summary of rental enquiries/**booked** by month – Jan-4/0; Feb- 2/1; Mar-4/2; Apr-2/0; May-1/2; June-3/1; July – 6/4; Aug-5/3; Sept-2/2; Oct-2/2; Nov-5/1; Dec-3/2. Memorials, Bday parties, Weddings, Seminars/meetings, Polling station & Reunion. Total enquiries – 39; Total bookings – 20.

Building/grounds Audit – awaiting report from Ameresco

Fire Exit signs – installation of 4 new signs by James & Sons

Petty cash – tracking & reimbursement

Auto door opener – posted instructions for use

Handicapped parking signs, ashtrays & misc signage install completed

Custodian – Wendy is doing a marvelous job... she is very thorough and takes pride in looking after the hall!

Snow removal – snow fall low in early December, heavy fall end of month. Researched/bought ice melt product for use on new concrete

General requests from public/organizations:

Do we have a podium for use?

Suggestions – windows that open in kitchen, better signage re: rinsing dishes (done), spot check to insure dishes in cupboard clean (in process)!

Recommendation:

Contract with janitorial service to clean/wax floors in kitchen/front entry & upstairs

Purchase a bulletin board/covered & install on outside wall so is accessible 24/7 to community for info/postings focus - “What is happening in BL & Area”?

Purchase a labeller – needed to label location of supplies/identify electrical panel/provide instruction; researched option/reviews & recommend: Brother PT-D600 Label Maker available @ Staples for \$59.99 + tax (online).