



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

Number of Rental Inquiries: 5

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

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

Total Number of Showings: 3 Total Number of New Bookings (Hall): 5

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

Total Number of Hours Worked: 62 + 4 extra services Total km. driven for BLRC Business: 15

### Recommendations / Concerns / Comments:

NDI grant – working with Darron/Diane to complete Agreement, proposed start date on Front ENTRY – SEPT 8/15 proposed project start. Will take approx 60 days to complt project!

Brent Oxenbury - Oxy's PC Services; set up computer stations

Marketing hall rentals, ongoing – via FB posts, flyers & Hwy signs – rentals increasing, 3 weddings booked in 2016!

Volunteer Recruitment - ongoing, in person or via posts/flyers

Facility Agent – holidays in August 10 - 15, coverage; Shawna (office) & Wayne (building)

Aimee Murray – resignation, Key rtn/ltr

Sewer line repair – follow up, area over repair sinking. Corey advised fill to be added, when opening available

Claymine trails – coordinating repairs to bridge/trails & working on quotes - signs re: no horses/motorized vehicles , providing support to Open House – scheduled for Aug 31/15 @ 11am. Jerry Bruce (Area B Rep) & Phyllis Robertson (past Com & co founder) will speak.

Order replacements swings – company only accepts credit card pymts, FA to cover cost & submit invoice for reimbursement.

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

Petty cash - management

General requests from public:

Is the following available for use

- Screen &/or projector being available for use

- Punch dispenser

- Catering for events – memorials, receptions etc

Recommendation:

Move electric stove beside (if possible), where sits using back elements is limited – due to where fan shroud sits.