



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: Oct 2/15 Submitted By: Angela Mezzatesta

Month / Year: Oct 2015

Number of Rental Inquiries: 2

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

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

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

Total Number of New Bookings (Outside): _____

Total Number of Hours Worked: _____ Total km. driven for BLRC Business: 75

Recommendations / Concerns / Comments:

NDI grant – working with Contractor/Diane on project, provide info for report

Marketing hall rentals, ongoing – via FB posts & Hwy signs – rentals continue during construction period,

Roof – provided pics to Gary Stuart (City of Quesnel maintenance) awaiting report

Front Entry project – reviewed NDI reporting requirements & prepping data required

Lighting – repair to 2nd floor light & light @ arena concession; issue with electrical cable discovered and repair arranged.

Plumbing repairs – men’s’ urinal flush valve + toilet fill valve (upstairs)

Furnaces – winter service, both in good working & clean condition

Phone extension – purchased new phone & installed in kitchen, posted ph. # 778 465 – 1800 & expectations re: use – local calls only, rtn phone once done.

Petty cash – management + submitted for replenishment

Snow removal – spoke with Cam Hatfield – The Sandman services, on his list for clearing & briefly reviewed how new entry, specifically ramp & well head areas can be cleared.

General requests from public/organizations:

Recommendation:

Back stair on rear entry porch – 1 step cracked, requires replacement - request forwarded to Wayne (Outside Maintenance contractor)

PA system – outdated/complicated – research replacement cost; on list to complete

Increase to FA hrs, review need & determine ability to lift hrs