



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: June/15 Submitted By: Angela Mezzatesta

Month / Year: June 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	Local Resident	Other:

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

Total Number of New Bookings (Outside): 1

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

Recommendations / Concerns / Comments:

NDI grant – Accountability Agreement – draft, working with Diane & Darron to finalize.

Brent Oxenbury - Oxy's PC Services; responsibility to set up & cover costs associated vs just house & allow access

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

Volunteer Recruitment - Open House, drop in for coffee/donuts & chat

Annual cleaning tasks - front/rear entry cleaned, bsmt & stairs, weeding courtyard, clean of stoves/fridges