

# Play Pen Reservation Form

Georgia Tech Crafts Center  
404.894.2827

Special Notes:

Date & Time order placed: \_\_\_\_\_

Please complete EVERY section. The Play Pen accomodates 8-10 people, but can be expanded to the Crafts Center Main Table as well as to a small meeting room across the hall from the Crafts Center to hold an additional 16-20 people. At least 3 days notice is required for all activities.

## Contact Information

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Mail Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Advisor: \_\_\_\_\_

## Payment

Check One:  Cash  Check  Buzz Card  Credit Card  Department Charge

People Soft Account #: \_\_\_\_\_

Doc. ID #: \_\_\_\_\_

## Order Information

Date and Time of Event: \_\_\_\_\_

# of Players Expected: \_\_\_\_\_

Activity:

- |                                                                                                                                                                           |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Button Making (TCP = \$0.50)                                                                                                                     | <input type="checkbox"/> Test Tube Vase Building (TCP = \$2.00) |
| <input type="checkbox"/> Card Making (TCP = \$1.00)                                                                                                                       | <input type="checkbox"/> Mug Painting (TCP = \$2.00)            |
| <input type="checkbox"/> Wrapping Paper Decoration (TCP = \$1.00)                                                                                                         | <input type="checkbox"/> Picture Frame Painting (TCP = \$2.00)  |
| <input type="checkbox"/> Magnet Making (TCP = \$2.00)                                                                                                                     | <input type="checkbox"/> Cereal Bowl Painting (TCP = \$2.00)    |
| <input type="checkbox"/> Canvas Painting (TCP = \$2.00)                                                                                                                   | <input type="checkbox"/> Raku Glazing & Firing (TCP = \$5.00)   |
| <input type="checkbox"/> NONE (TCP = \$0.00) - We will be setting up our own activity and the bringing our own supplies. (please specify activity as an FYI for the CC) : |                                                                 |

- Other (TCP = \$\_\_\_\_\_ - please have TCP established by a CC staff member and specify the activity and ALL supplies that will be needed): \_\_\_\_\_

## Office: for Crafts Center use only

Order taken by (CC Staff Name): \_\_\_\_\_

File checked by (CC Staff Name): \_\_\_\_\_

Non-Negotiable Rental Fee = \$25.00 (2 hours) = \$ 25.00

Rental Fee, Additional Time = # of Additional Hours \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

Supplies Fee = Total # of Players \_\_\_\_\_ x Total Cost per Player (TCP) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Fee = \$ \_\_\_\_\_

UPDATE:

- paid for...date/time: \_\_\_\_\_

Completed By (CC Staff Name) : \_\_\_\_\_