Teen Center Facility Use Application

APPLICANT

Name of Individual/Organization:  □ Resident  □ Non-Resident

Contact Name: Telephone #: Alternate Phone #:

Address: Email:  If applying as a non-profit, please provide 501(c)3 Tax ID#:

City/State/Zip Code:

FACILITY REQUESTED

□ The VIBE (entire facility: includes Kitchen, Small Activity Room, Main Floor, and Patio)
□ Kitchen, Small Activity Room, and Patio

EVENT INFORMATION

DAY/TIME

Date(s) Requested: _____________ to ________________  
Day(s) of Week (circle):  Su   M   Tu   W   Th   F   Sa
Event Hours: (includes set-up & clean-up time)
Start Time: _________am/pm  End Time: _________am/pm

EVENT TYPE

□ City Use  □ Meeting
□ Employee Training  □ Private Party
□ Fundraising
□ Public Event: __________________________________
□ Other: _______________________________________

OTHER INFORMATION:

Will alcohol be served? □ Yes  □ No Permit #: __________
Equipment Requested  □ Yes  □ No  (Per list attached, additional fees may apply)

ESTIMATED ATTENDANCE:_______

EVENT DESCRIPTION: ____________________________

AGREEMENT FOR USE

In submitting this application, I certify that I have read and understand the guidelines for facility use and abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions and any specific use regulations and subject to advance payment of all rental fees, security deposit, certification of insurance requirements (if required) and approval by the Director of Parks and Recreation, or designated supervisor. I understand and agree that the City retains the right to cancel this permit at any time. APPLICANT ACKNOWLEDGES THAT THEY ARE RENTING A PUBLIC FACILITY AND AS SUCH, THE CITY CANNOT GUARANTEE ACTIVITIES SURROUNDING THE BUILDING THAT MAY IMPACT PARKING, SOUND, OR VIEW. Submission of this form is not a guarantee for use.

To the fullest extent allowed by law, I agree to indemnify and defend the City of Foster City and Estero Municipal Improvement District (City/District), its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys’ fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City/District, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant (print name): _____________________________________________________ Date: ________________
Applicant Signature:    ______________________________________________________

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>@</td>
<td></td>
</tr>
</tbody>
</table>

Received by: __________  Approved by: __________  Date: __________

Balance of Fees $________  Due Date: __________  Received by: __________

Teen Coordinator Approval: __________  Date: __________

Date Deposit Sent to Finance: ____________________________
 Posted by: ____________________________ Date: __________

Set-Up Submitted: __________

STAFF USE ONLY:

Dec 2022
Facility Rules Agreement
*Submit with application and deposit*

Please Initial:

1. I have received and agree to read the Facility Rental Information packet.

2. The hours I have noted on the permit include my set-up/decorating and clean-up time, and under no circumstance may I enter the building prior to the time listed on my permit.

3. I understand the filling out and handing in the application form with a deposit does not guarantee the reservation. The application needs to be approved by a Recreation Coordinator or other authorized person, and possible conflicts with City events must be reviewed. This process normally takes 1-2 business days.

4. I understand that canceling my reservation any time between submitting the permit and 30 days before the event will result in a loss of $500 from the deposit. Cancellations made within 29 days of the event will result in a loss of the $500 deposit for the VIBE (Entire Facility) and $200 for the all other rooms.

5. I understand it will take up to 8 weeks after the reservation date to receive my deposit back, assuming no damage or additional fees are incurred.

6. I am responsible for checking in with Facility Staff within the first 30 minutes of my permit start time to complete a pre-event walk through. I am also responsible for checking in with Facility Staff 15 minutes prior to the end of the reserved time to conduct a post-event walk through.

7. I am aware that I am responsible for the building and equipment during my event, as well as the actions of my guests. Items include gaming tables, video game equipment, televisions, etc. Children under the age of 10 must be supervised by an adult when using equipment.

8. I am responsible for the removal and disposal of all decorations (including tape if used), table coverings, tableware, food, kitchenware, and all other supplies. I must place all trash in a trash receptacle, clean up spills, and leave the kitchen and rental room clean. I am aware that the City of Foster City is not responsible for any lost, forgotten, or stolen items.

9. I understand that nails, tacks, pins, staples, scotch tape, masking tape, or any other items that may put holes in or remove paint from the walls or ceiling are strictly forbidden. Painter’s tape (blue tape) may be used to hang decorations, provided that it is removed following the event.

10. I understand that all minors must be supervised at all times and remain in the rented area.

11. I understand that alcohol must not be served or sold to minors.

12. I understand that I only have access to the equipment and items that I have specifically requested. Teen Center supplies (including kitchen implements, arts and craft supplies, etc...) are for department use only.

13. I understand that food is only allowed in the following areas of the Teen Center: Dance Floor, Kitchen, Activity Room, Café, and Patio. Food in the Gaming Area is prohibited.

14. I understand that the use of BOUNCE HOUSES must be pre-approved by the Facility Coordinator.

Thank you for renting our facility. We hope that yours is an enjoyable, memorable event. Please let us know if we can be of any further assistance.

Facility User’s Signature_________________________ Staff Signature_________________________

Date_________________ Date_________________
Foster City Parks and Recreation Department
Teen Center Rental Application Policies and Procedures

The City of Foster City Parks and Recreation Department would like to thank you for considering our centers for the site of your upcoming event. The following rental information packet clearly outlines all policies and procedures for facility rental to assist in the application process.

HOURS OF OPERATION:
Foster City Teen Center
Office Hours:
    Monday – Friday 8am – 5pm
Operating Hours*:
    Monday, Tuesday, Thursday 3pm-6:30pm
    Wednesday 2pm- 6:30pm
    Friday 3pm-9pm
Rental Hours:
    Saturday  8am-11pm
    Sunday    8am – 10pm

*Facility tours are available during Operating Hours or by appointment only.

APPLICATION PROCESS:
• Review Facility Rental Information Packet.
• Complete the Facility Use Application and Facility Rules Agreement and submit with deposit.
• Please make all checks or money orders payable to the City of Foster City. Payments may also be made by Credit Card: Mastercard or VISA only.
  • When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
  • Reservations are not valid until Facility Use Application is signed by the Facility Services Coordinator or Supervisor.
  • Foster City Residents may submit Facility Use Application up to one year in advance. You may be asked to validate residency with a California Drivers License or a California Identification Card.
  • Non-residents may submit the Facility Use Application up to ten months in advance.
  • The Facility Use Application must be received at least 30 days prior to the proposed event.
  • Facility Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on City property. Failure to adhere to this policy will seriously jeopardize the status of any future rentals. Permission to hold a fundraiser is limited to nonprofit organizations and must be granted by the Director of Parks and Recreation.
  • The Foster City Parks and Recreation Department reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition.
  • In the event that the reserved room(s) is needed for City use or maintenance, the City of Foster City reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible.
  • All additional fees (Facility Rental Fee, Equipment Fee, etc.) are due in full 30 days prior to the contracted rental. If fees are not received in full 30 days prior to the contracted rental, the entire amount must be submitted in cash or cashier’s check at least 5 days prior to the event or the reservation will be cancelled and the deposit will be withheld.
FEES:
- **Deposit Fee:** For detailed information, please refer to Deposit section below. Deposit for the VIBE’s entire facility is $500.00. Deposit for all other rooms (Activity, Kitchen, and Patio) is $200.00.
- **Facility Rental Fee:** For detailed information and rental rates please refer to Facility Rental Fee Structure. Rental fees will not be refunded for any portion of reserved time not used.
- **Administrative Fee:** An administrative fee of $26 is required for all parties/events regardless of size.
- **Custodial Fee:** A custodial fee of $50 is required for parties/events with 100 people or more.
- Please make all checks or money orders payable to City of Foster City.
- **BBQ Grill Fee:** A $20.80 charge will be applied for each grill used. Additional waiver must be completed.
- **Bounce House:** A $31.20 charge will be applied for Bounce Houses. Bounce House Rental Company must provide proof of liability insurance.
- **Additional Items for Rent:** The VIBE offers additional items to rent for your event. Please see the price list on the Equipment Rental Information Sheet. The outdoor fire pit is not available for rent.

DEPOSIT:
- Deposit must be submitted with the Facility Use Application.
- A refund of the Deposit, **minus $50** will be issued to Facility Users who cancel their facility rental at any time from the time the permit is submitted up until 30 days prior to their contracted event. Cancellations received 29 days prior to the event will result in a loss of a portion of the deposit as follows:
  - The VIBE: Entire Facility - $500.00
  - All other rooms - $200.00
- The Facility User is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. These charges will be taken from the deposit. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
- The Facility User will be billed at a rate of one and one half times the hourly rate for any unreserved time used. This fee will not be prorated for portions of an hour used.
- Deposit will be lost if our staff feels it is necessary to call in the Police to re-establish order or to control the conduct of attendees.
- Deposits will be mailed to the Facility Users six to eight weeks following the event, assuming no damages or additional fees were incurred.

ALCOHOL:
- Please refer to attached Alcohol Policy.

RESPONSIBILITIES OF CITY:
- Respond to correspondence in a timely manner.
- Ensure that tables, chairs and any equipment are available prior to the contracted event start time.
- Meet with the Facility Users at contracted start time to do a pre-event walk through.
- Be on hand throughout the contracted event to supervise the facility and answer any questions.
- Enforce all rules governing the use of City facilities.
- Terminate contracted event if activity, or any guests in attendance misuse the facility or fail to conform to rules and regulations governing use of the facility. Police assistance may be called in if staff deems it necessary.
- Provide the Facility User with cleaning equipment, (i.e. broom, mop, sponge) as needed.
- Meet with the Facility Users at contracted end time to do a post-event walk through of facility.
- Put away all tables, chairs and equipment used through Foster City Parks and Recreation Department.
RESPONSIBILITIES OF FACILITY USER:
- Turn in all paperwork and fees in a timely manner.
- Provide certificate of liability insurance (see attached insurance information sheet).
- Meet with Facility Staff at contracted start time to do a pre-event walk through.
- Conform to all rules as outlined in the Facility Information Packet.
- Restore facility to same condition in which it was found. See Facility Clean-up Check List.
- Control conduct of attendees.
- Be on site and available for the entire duration of the event.
- Meet with Facility Staff at contracted end time to do a post-event walk through of facility.
- Accept the cost of repair and any other City costs, including costs in excess of the deposit, that may occur as a result of the contracted event.
- Excess trash must be disposed of in the debris box located outside of the south entrance of teen center.

MISCELLANEOUS RULES AND REGULATIONS:
- When scheduling event time, please remember that set-up and clean-up must be conducted and completed with-in the hours of the contracted rental agreement.
- NO storage is permitted either before or after the event. All items, including catering and rental supplies must be removed the day of the event. The Foster City Parks and Recreation Department accepts no responsibility for any items left behind.
- Children and teens must be supervised at all times and remain in the rented area.
- Nails, tacks, pins, staples, scotch tape, masking tape, or any other items that put holes in or remove paint from the walls or ceilings are strictly forbidden. Painter’s tape (blue tape that can be purchased at a local hardware or paint store) can be used to hang decorations, providing that it is removed after the event.
- Smoke machines, Fog machines and strobe lights of any type may not be used inside the facility.
- Use of dry rice, birdseed, loose glitter, and confetti is prohibited both inside and outside of facility. Any violations will result in a forfeiture of a portion of the deposit.
- Cleaning products, wax or dance chalk may not be used on the wood floors.
- Smoking is prohibited in all areas that are on or adjacent to public property, including all City facilities and parks, sidewalks, pathways, pedways and parking lot.
- “Casino” parties of any type will not be approved.
- Open flames are not permitted. All candles must be encased in a glass votive candleholder with the flame at least one inch below the glass.
- Facility users are responsible for all equipment. All gaming tables must be used for its intended purpose.
- Skate Park and basketball court are open for public access and are available on a first-come, first-served basis. The Foster City Skate Park and basketball court are unavailable for private rental.

APPLICATION CHECKLIST
To reserve the facility for your event, please be sure the following items are submitted according to the schedule provided below. Please note, your reservation is not confirmed until it has been review and signed by the Facility Services Coordinator or Supervisor. Make all checks or money orders payable to City of Foster City

DUE when Application is turned in:
- Completed and signed Facility Use Application
- Completed and signed Facility Rules Agreement
- Deposit
- Proof of Residency (if applying for Resident Rate)

DUE 30 days prior to event:
- Liability Insurance Certificate
- Facility Rental Fee Balance
- Set-up and Equipment list
- Equipment Fee (if applicable)
Foster City Facility Information

Alcohol and Insurance Guidelines

The table below summarizes the Insurance and Alcohol Permit requirements by rental type for building and park rentals. Individuals or groups that need to obtain an Alcohol Permit should begin the process with the Parks and Recreation Department’s Facilities Coordinator.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Building</th>
<th>Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting — no alcohol</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Party — no alcohol</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Public event — no alcohol</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>All private or public meetings, parties or events serving alcohol</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>All private or public meetings, parties or events selling alcohol</td>
<td>Insurance required, must also obtain Alcohol Permit from ABC</td>
<td>Insurance required, must also obtain Alcohol Permit from ABC</td>
</tr>
</tbody>
</table>

Facility Capacity Limits

Recreation Center Room Capacity

<table>
<thead>
<tr>
<th>Room</th>
<th>Theater Style</th>
<th>Reception/Meeting Style</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lagoon</td>
<td>220</td>
<td>180</td>
<td>3,500</td>
</tr>
<tr>
<td>Mist</td>
<td>80</td>
<td>60</td>
<td>1,130</td>
</tr>
<tr>
<td>Bluebird</td>
<td>60</td>
<td>40</td>
<td>1,000</td>
</tr>
<tr>
<td>Mallard</td>
<td>50</td>
<td>40</td>
<td>900</td>
</tr>
<tr>
<td>Crane</td>
<td>50</td>
<td>35</td>
<td>780</td>
</tr>
<tr>
<td>Gull</td>
<td>50</td>
<td>35</td>
<td>715</td>
</tr>
<tr>
<td>Spray</td>
<td>35</td>
<td>25</td>
<td>525</td>
</tr>
</tbody>
</table>

Community Center Room Capacity

<table>
<thead>
<tr>
<th>Room</th>
<th>Theater Style</th>
<th>Reception/Meeting Style</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind</td>
<td>100</td>
<td>100 – meeting style</td>
<td>1,900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70 – classroom style</td>
<td></td>
</tr>
<tr>
<td>Port</td>
<td>40</td>
<td>30</td>
<td>850</td>
</tr>
<tr>
<td>Starboard</td>
<td>40</td>
<td>30</td>
<td>850</td>
</tr>
</tbody>
</table>

Rev. July 2022
IMPORTANT INSURANCE NOTE FOR RENTERS

As of July 1, 2022, the Foster City Recreation Center will no longer purchase insurance for rentals. Insurance is still required in the following situations:

- Any indoor party or reception (regardless if alcohol is served or not).
- Any outdoor picnic/party that is serving alcohol.
- Any other event that is determined to require insurance by the Foster City Parks and Recreation Department.

You may either request a Certificate of Liability insurance from your homeowner’s or renter’s insurance carrier, or you may purchase event insurance through a company like AAA, Geico, or theeventhelper.com

Any insurance certificates provided to the City must include the following (this information may be given to the vendor or insurance carrier so the certificate form is properly filled out):

1. Date of the event.

2. The City of Foster City requires a $1,000,000 comprehensive liability insurance policy.

3. The City of Foster City must be named as additional insured. Wording on the insurance certificate should read: “The City of Foster City, its elected and appointed officials, employees, volunteers, and agents are named as additional insured.”

The additional insured address is:

City of Foster City/Estero Municipal Improvement District
650 Shell Blvd.
Foster City, CA 94404
ATTN: Bob Koehler

The certificate of insurance is due 30 days prior to your event, and can be emailed, U.S. mailed or dropped off at the Foster City Recreation Center at 650 Shell Blvd. Email: bkoehler@fostercity.org
Alcohol Policy for The VIBE

1. Alcohol must not be served-or sold to minors.
2. It is not the responsibility of City staff to verify legal drinking ages of guests.
3. A certificate of liability insurance must be provided (see Insurance Information sheet).
4. Parties at The VIBE that offer alcohol will only be allowed on Saturdays and Sundays; there is a 4 hour minimum for these events.
5. The VIBE is not available for rent when the facility is in use for teen programs.
6. No storing of alcohol is allowed prior to the permitted event.
7. All alcohol must be cleared off the premise and taken away from the building at the conclusion of the event.
8. Alcohol is only allowed in the designated food and drink areas of The VIBE (Kitchen, Café, Patio/Courtyard, Activity Room, and Dance Floor); alcohol is not permitted on the basketball court or in the skate park or to be taken into any facility bathrooms or any parking lots.
9. Intoxicated guests must be provided with an alternate, safe form of transportation by the Renter.
10. Renter is responsible for managing the conduct of their guests; minors under the influence and rowdy guests may result in Police notification.
11. Excess cleaning or maintenance as a result of alcohol use or otherwise will be billed accordingly through withholding the appropriate deposit and/or filing a claim as covered by the renter’s insurance policy.
12. If alcohol is being sold, Renter must obtain an ABC License and comply with its requirements at all times.

Failure to comply with all aspects of the alcohol policy can result in the full loss of the rental deposit.
Barbecue Rental Agreement

* $20.80 Rental Fee per Barbecue*

Please Initial:

_____1. I have received and agree to read the Barbecue Rental Information packet. Instructions on how to use the grill and grilling safety tips are also located on the grill.

_____2. I understand that Recreation Staff is not responsible for any personal injury or the injury of my guests while using the grill.

_____3. I agree to follow equipment and safety guidelines while using the grill.

_____4. I understand that Recreation Staff is not responsible for how food is prepared and/or cooked on the grill.

_____5. I understand that I will not leave the grill unattended at any time while it is in use.

_____6. I am responsible for checking in with Facility Staff upon leaving the facility to ensure the grill is not damaged and/or cleaned appropriately.

_____7. I understand that it is my responsibility to reimburse the City of Foster City for any property damage (including labor and materials) as result of using the grill.

_____8. I understand that I am responsible for controlling any grill flare-ups.

_____9. I understand that it is my responsibility to clean the grill to the best of my ability after use. City Staff can supply you with a grill brush, gloves, sponges, and cleaning products.

_____10. I understand that I only have access to the equipment and items that I have specifically requested. Teen Center supplies (including kitchen implements, serving dishes, etc.) are for department use only.

Thank you for renting our facility. We hope that yours is an enjoyable, memorable event.

Facility User’s Signature_________________________ Staff Signature_________________________

Date_________________________ Date_________________________
### Foster City Parks and Recreation Department
#### Teen Center Rental Information and Fees

<table>
<thead>
<tr>
<th>Room</th>
<th>Maximum Capacity</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>The VIBE (entire facility; includes Kitchen, Activity, Main Floor, and Patio)</td>
<td>200</td>
<td>9,050</td>
</tr>
<tr>
<td>Kitchen, Activity and Patio</td>
<td>50</td>
<td>3,704</td>
</tr>
</tbody>
</table>

**Foster City Teen Center Fees**

*All party rentals must have a 4 hour minimum*

<table>
<thead>
<tr>
<th>Room</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen, Activity and Patio</td>
<td>$74.80/hr</td>
<td>$91.50/hr</td>
</tr>
<tr>
<td>The VIBE (entire facility; includes Kitchen, Activity, Main Floor, and Patio)</td>
<td>$156/hr</td>
<td>$208/hr</td>
</tr>
</tbody>
</table>

- Deposit for The VIBE- Entire Facility is $500.00 *plus $26 administrative fee.*
- Deposit for all other rooms is $200 *plus $26 administrative fee.*
- Certificate of liability insurance must be provided for all parties or events where alcohol is served or sold.
- Custodial fee of $52 required for all parties/events larger than 100.
- Administrative fee of $26 for all parties/events regardless of size.

*July 2022*
# Teen Center Equipment Rental

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>SIZE</th>
<th># AVAILABLE</th>
<th>RENTAL FEE</th>
<th>QUANTITY REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square 36&quot;x36&quot;</td>
<td>2</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rectangle 72&quot;x30&quot;</td>
<td>16</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail</td>
<td>6</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Picnic</td>
<td>3</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs (Black)</td>
<td>60</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stools</td>
<td>12</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Based Amenities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBQ Grill</td>
<td>1</td>
<td>$20.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entire Facility ONLY:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Game Equipment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nintendo Wii</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Playstation 4</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XBOX 360</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XBOX One</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
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<tr>
<td>Gaming Tables:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ping Pong</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool Table</td>
<td>2</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foosball</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td>(CANNOT MOVE)</td>
</tr>
<tr>
<td>Air Hockey</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Television</td>
<td>4</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stereo System</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>1</td>
<td>N/C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

July 2022