



## **LOTTERY LICENSING**

### **BINGO LICENSE REQUIREMENTS:**

1. the bingo application form must be completed, signed and witnessed by two signing officers or executive of the organization
2. all specifications of the application must be completed in full and all answers must be specific – general terms for charitable or religious objects or purpose, such as “community betterment” or “service club charities” are not acceptable
3. in addition to the bingo application the following is required to be attached on a separate sheet:
  - a listing of all games to be played
  - the value of the prizes to be awarded for each game
  - the particular arrangement of numbers required to win the game
  - price of the cards to be sold for each event
4. licenses will be valid for not more than 52 events in one year
5. the license fee made payable to the Township of Tay is as follows:
  - a single bingo event with prizes not exceeding \$3,500.00 = \$10.00
  - a single bingo event with prizes exceeding \$3,500.00 = 3% of the total prize value
  - a series of bingo events with prizes not exceeding \$3,500.00 = \$3.00 per event
6. the following is required to accompany the completed final report - 15 days after the last bingo was held:
  - a copy of all deposit slips
  - a copy of all expense receipts
7. no funds may be transferred to an operating or general account
8. combining prize boards from more than one event or selling bingo books which can be used for more than one event are not permitted
9. you must record and account for all cash transactions including cards sold and prizes awarded
10. a verified financial statement is required to be submitted within 120 days of the organization's year end
11. all items outlined within the Bingo License Terms and Conditions prepared by the Alcohol and Gaming