



Class "B" Bingo/Breakopen Licence Application
Prize value more than \$1000.00

A licence to participate in a bingo event at an Association Bingo Hall

The Saskatchewan Liquor and Gaming Authority may issue a licence pursuant to subsection 207 (1)(b) of the Criminal Code of Canada, authorizing charitable or religious organizations to conduct and manage lottery schemes for charitable or religious objects or purposes.

Please allow a minimum of thirty (30) days for review.

Bingo licence application fee: \$50.00 (non-refundable)

Breakopen licence application fee: \$20.00 (non-refundable)

A \$25.00 administration fee will be charged for N.S.F. cheques.

Reminder, before you start, you will need the following:

- Constitution
- Charter and By-laws for your organization
- A financial statement
- Articles of incorporation (if applicable)

A separate chequing account must be kept for lottery proceeds only.

If you are applying for a bingo licence, you must have a minimum of one assigned bingo event from the bingo hall or Association.

*** Denotes required information.**

Organization Information

*Organization name: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

Preferred method of communication (check only one):

E-mail E-mail address:

Fax Fax number:

Mail

FOR OFFICE USE ONLY	
Code:	Date:
Bingo licence #:	Breakopen licence #:
Org. type:	Proceeds:
Officer:	Entered:

Organization Description

To determine if your organization qualifies for a charitable gaming licence, please click on the eligibility section of the website. If you do not have access to the internet a copy of the eligibility guidelines can be made available by request to the Saskatchewan Liquor and Gaming Authority.

*Provide a summary description of your organization, outlining the charitable object(s) or purpose(s):

Has this organization ever held a lottery licence with the Saskatchewan Liquor and Gaming Authority?

Yes No

If yes, provide your organization code and/or previous licence numbers (bingo, breakopen and raffle).

Organization Code: _____

Previous Licence Numbers: _____

Date your organization was established: Month: _____ Year: _____

*Total number of current members in your organization: _____

*Total number of current members 21 years of age and under: _____

*Is this organization registered with the Corporations Branch as a Non-Profit Organization?:

Yes No

If yes, provide registration number and a copy of the current complete articles of incorporation.

Registration number: _____

Attach the following information:

- a copy of your organization's charter, constitution, and by-laws
- your most recent financial statement

Additional information to determine your licence eligibility may be requested at the discretion of SLGA.

Executive Information

The following information is required for SLGA's evaluation of the application. The Executive members also agree to the release of their names and contact information in the event of an inquiry from the general public respecting the licence or the licenced event.

President or equivalent

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov: _____ *Postal Code: _____

*Home phone: _____ *Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:

Fax Fax number:

Mail

Vice President or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov: _____ Postal Code: _____

Home phone: _____ Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:

Fax Fax number:

Mail

Treasurer or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov: _____ Postal Code: _____

Home phone: _____ Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:

Fax Fax number:

Mail

Breakopen

Check here if you will also be selling Breakopen tickets at this bingo location.

Check here if you will also be selling Breakopen tickets at other locations.

Name and address of location(s) where Breakopen tickets are to be sold other than the Bingo Hall:

Building Location name: _____

Address: _____

City/Town: _____, SK Postal Code: _____

Date required: From: _____ To: _____

Building Location name: _____

Address: _____

City/Town: _____, SK Postal Code: _____

Date required: From: _____ To: _____

For office use only:	
Breakopen licence effective date:	Breakopen licence conclude date:

The contact person(s) will be responsible for any correspondence with SLGA pertaining to this licence(s). The contact person(s) also agrees to the release of his/her personal information by SLGA in the event of an inquiry from the general public respecting the licence(s) or the licenced event(s).

Bingo Contact Person

*If the main contact is a member of the Executive, select the position below:

President or equivalent Vice President or equivalent Treasurer or equivalent
Secretary or equivalent

OR:

Fill in the contact information below.

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

*Home phone: _____ *Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:
Fax Fax number:
Mail

Breakopen Contact Person

Same as above

*If the main contact is a member of the Executive, select the position below:

President or equivalent Vice President or equivalent Treasurer or equivalent
Secretary or equivalent

OR:

Fill in the contact information below.

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

*Home phone: _____ *Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:
Fax Fax number:
Mail

Record Keeper

Lottery records must be kept and maintained in Saskatchewan. These records shall include: official licence addendums, financial reports, all banking and other information as stated in Section 11 and 12 of the Bingo Terms and Conditions.

*Lottery Records will be kept and maintained by:

Same as above

President or equivalent

Vice President or equivalent

Treasurer or equivalent

Secretary or equivalent

OR:

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

*Home phone: _____ *Business phone: _____

*Preferred communication (check only one):

E-mail E-mail address:

Fax Fax number:

Mail

Lottery Bank Account Information

(All organizations must maintain a separate lottery chequing account)

This account must be restricted to lottery proceeds and must be a chequing account where the cancelled cheques are returned to the account holder. Funds from this account **cannot** be transferred to a general or other account as per section 11 of the Bingo Terms and Conditions.

*Account Number: _____

*Financial Institution: _____

Signing Authority

The following unrelated individuals have bank signing authority for the above lottery account(s), minimum of two persons, maximum of four.

* At least two persons must be listed and/or selected.

If a member or members of the executive have signing authority, check off the position below.

President or equivalent

Vice President or equivalent

Treasurer or equivalent

Secretary or equivalent

Contact person

If signing authority is held by someone else, complete the information below for each individual.

First Name: _____ Last Name: _____

Address: _____

City/Town: _____, Prov: _____ Postal Code: _____

Home phone: _____ Business phone: _____

First Name: _____ Last Name: _____

Address: _____

City/Town: _____, Prov: _____ Postal Code: _____

Home phone: _____ Business phone: _____

Budget

Fully describe lottery budget details.

*List intended use of lottery proceeds. Amount Required Office use

Total: \$

If you require more space, fill out information on a separate sheet and attach.

Supporting Documentation

If your organization is a sports team/club/association/school or governing body, attach:

- a copy of the official team roster(s) (complete with birthdates of all youth members and verified by the sport governing body).

If the proceeds from the lottery will be used for a capital expenditure project (ie. buildings, sports facilities, ball parks, etc.), attach a document containing:

- description and proof of project.
- information as to final ownership.

- total cost and method of financing.
- projected timetable.
- your financial commitment to the project.
- an alternate disbursement of the accumulated lottery funds, in the event the project is cancelled.

Consent & Certification

I hereby consent, on behalf of the organization, to the Saskatchewan Liquor and Gaming Authority to release the following information to any person, under Section 5 & 24 of the Freedom of Information and Protection of Privacy Act:

- a. the organizations’ full name, address and the number of the lottery licence issued to the organization.
- b. the charitable or religious object or purpose for which the organization states the proceeds from the lottery scheme will be used; and
- c. the amounts of all lottery scheme proceeds designated for each charitable or religious object or purpose.

I hereby certify on behalf of the organization, that all facts stated and information furnished are true and correct. The organization has read, understood and agrees to comply with all the terms and conditions.

*Signature on behalf of the organization: _____

*Date: _____

*Printed name: _____

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under The Saskatchewan Archives Act.

Send completed application and fee to:

Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, 12th floor – 2500 Victoria Avenue
Regina, SK S4P 3M3
Fax: (306) 787-8981

Licence inquiries or assistance:
Telephone: (306) 787-5563
Toll free: 1-800-667-7565

Did you remember to: Yes No

- a) enclose the \$50.00 application fee?
(make cheques payable to Saskatchewan Liquor & Gaming Authority.)
- b) sign and complete all sections of the application?
- c) attach the official membership list if you are a sports team/club?
(a Court of Queen's Bench decision prohibits the licensing of sports teams over the age of 21 years.)
- d) attach your current articles of incorporation, constitution and by-laws?
- e) attach any other documentation as requested on the application?
- f) complete and submit the unsold breakopen inventory report form on page 10.

Remember, an incomplete application will delay the processing of your application.