



### Monte Carlo Charity Event Application

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.

**Monte Carlo Charity Event 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:

- o Constitution
- o Charter and By-laws for your organization
- o A financial statement
- o Articles of incorporation (if applicable)
- o A separate and distinct chequing lottery bank account must be opened and maintained for all lottery proceeds.

**\*Denotes Required Information**

**Organization Information**

\*Organization Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Licence #	
Officer:	

**Organization Description**

To determine if your organization qualifies for a charitable gaming licence, please read the eligibility section of our website at [www. slga.gov.sk.ca](http://www.sлга.gov.sk.ca). 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):

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

Yes                      No

If yes, provide your organization code and /or previous licence numbers (bingo, breakopen, raffle, Monte Carlo Charity Event and Texas Hold’Em Poker).

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: \_\_\_\_\_

Attached the following information:

- o Financial statement
- o A copy of your organization’s charter
- o By-laws
- o Constitution
- o Articles of Incorporation (if applicable)

Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.

**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 method of 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 method of 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 method of communication (check only one):

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

Fax Fax number: \_\_\_\_\_

Mail

**Secretary or equivalent**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_, Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

\*Preferred method of communication (check only one):

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

Fax Fax number: \_\_\_\_\_

Mail



**\*Prizes – Monte Carlo Charity Event**

Please provide a detailed list of prizes. A breakdown is required for cash prizes, including guaranteed amounts (or percentages if applicable). For any merchandise prizes, include retail value as well as organization costs for these items. The total retail prize value shall not exceed a retail value of \$5000, nor shall any individual prize exceed a retail value of \$2000.

**Note: Cash prizes are not allowed.**

Description of Prizes	Retail Prize Value (including taxes)	Your Cost (\$0 if donated) (including taxes)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Totals</b>	\$	\$

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

**Detailed Financial Information for Event Revenue**

This Financial Information relates to the Monte Carlo Charity Event revenue only:

Gross Revenue (# of tickets printed x entry fee)	\$
Organization’s cost of prizes	\$
List of all proposed event expenses: Include details for SLGA approval	
	\$
	\$
	\$
	\$
	\$
<b>Total Proceeds expected from this tournament</b>	<b>\$</b>
<b>*Proceeds from the event must be used for charitable or religious purposes approved by SLGA. Please list the purposes for which the expected tournament proceeds will be used.</b>	
	\$
	\$
	\$
	\$
	\$

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

**Contact or Event Chairperson**

The contact person will be responsible for any correspondence with SLGA pertaining to this licence(s), and will be responsible for ensuring the event rules are adhered to during the event. The contact person 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 or the licenced event.

If the contact or chairperson 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: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Business Phone: \_\_\_\_\_

\*Preferred method of communication (check only one):

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

Fax      Fax number: \_\_\_\_\_

Mail

Lottery records must be kept and maintained in Saskatchewan. These records shall include: ticket stubs, unsold tickets, list of winners, official licence addendums, financial reports, all banking and other information as stated in the Terms and Conditions for Monte Carlo Charity Events.

If the records keeper 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 information below:

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Business Phone: \_\_\_\_\_

**Lottery Bank Account Information**

(A separate and distinct chequing lottery bank account must be opened and maintained for all lotteries)

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 7 of the Terms and Conditions for Monte Carlo Charity Events.

\*Account Number: \_\_\_\_\_

\*Financial Institution: \_\_\_\_\_

**Signing Authority**

The following unrelated individuals have bank signing authority for the above lottery accounts, minimum of two persons, maximum of four. At least two persons must be listed.

If the persons with signing authority are members of the Executive, select the positions 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: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Business Phone: \_\_\_\_\_

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Business Phone: \_\_\_\_\_

## **Supporting Documentation**

The following information must be attached or sent under separate cover for review and approval:

- \*The complete rules of play for the event outlining how the event will be conducted and winner determined.

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

- A copy of the official team roster(s) (complete with the birth dates 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 undertaking.
- Information as to final ownership and operating responsibility of the project.
- Total cost and method of financing.
- Projected timetable for construction, commencement and completion of the project.
- Your financial commitment to the project.
- An alternate disbursement of the accumulated lottery proceeds, in the event the project does not proceed.

A written price quote or purchase receipt from the retailer (ie. dealership, travel agency, store, etc.) confirming the retail value must accompany the application. The merchandise must be available at the time of the event. In case of used merchandise, a certificate of appraisal from a recognized appraiser must be supplied. In the case of land, buildings and other property, the agreement to purchase (outlining the appraised value and location) must be supplied.

**Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.**



**Consent and 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 organization's 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 of 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: \_\_\_\_\_

\*Position within the organization: \_\_\_\_\_

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, 12<sup>th</sup> 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 \$20.00 application fee?  
      (make cheques payable to Saskatchewan Liquor and Gaming Authority.)
- b)    Sign and complete all sections of the application?
- c)    Attach the required price quotes on all merchandise prizes?
- d)    Attach the complete rules for the event?
- e)    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.)
- f)    Attach your current articles of incorporation, constitution, by-laws,  
      and financial statement?
- g)    Attach any other documentation as requested on the application?

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