

GUIDELINES TO COMPLETE THE ATTACHED BINGO APPLICATION

QUESTION

- (1) Name and address of the organization submitting the application for bingo license.
- (2) Telephone number of the hall where bingo is to be played and the organization's telephone number.
- (3) Applicants must complete and sign Declaration form.
- (4) Applications must include the following documentation when requested by the Authority. As part of the application process the Authority may ask for any or all of the information requested in this section before the application can be processed.
- (5) Identify if bingo prizes to be awarded are cash or merchandise and if application is new or renewal.
- (6) Explain in detail for what purpose the profit realized from the bingo will be used.
- (7) Provide the names, addresses, home and work telephone numbers of two people who will be present and responsible for the conduct of the bingo event.
- (8) Please provide the name, address, home and work telephone number of the person responsible to complete and submit the monthly Bingo Lottery Report.
- (9) If the event is a bingo single provide the number of players expected to attend. If the bingo is a bingo series estimate the average attendance.
- (10) Estimate total revenue to be received from the sale of all cards.
- (11) Total amount of money to be awarded in prizes. If merchandise prizes awarded, licensee is responsible to assess fair value on each prize and calculate total.
- (12) If licensee intends to compensate workers, then wages, salaries or other considerations paid must be recorded.
- (13) Provide the name of the financial institution (bank), account number and street address where bingo account is maintained.
- (14) Provide the name, address and telephone number of the company supplying your bingo operating equipment.
- (15) Provide the date if you are applying for a single bingo. If applying for a series of bingos please provide the start and finish date.
- (16) Provide the day(s) and times of bingo event(s).
- (17) Indicate the name of the hall where bingo will be conducted and its complete street address.
- (18) Provide the name, address and telephone number of the bingo hall owner.

- (19) Provide the registration number and expiry date of the Amusements License (Each bingo hall(s) must be licensed as a Place of Amusement pursuant to the Theatres and Amusements Act).
- (20) Indicate if other lottery fundraising programs are being operated in conjunction with bingo and if yes, please identify and provide lottery license number.
- (21) Indicate if the bingo hall is leased or rented. If yes, provide copy of the agreement with lessor or owner.
- (22) Provide a list of all games to be played; the game schedule (i.e. game one - early bird, game two - any line or four corners). Card cut combinations refer to the card cut combination for each game (i.e. game one - early bird - single sheets, game two - any line or four corners - two up in the book). Selling price of cards/paper for each game. Indicate the selling price of cards for each game (i.e. early bird - sheet -\$1.00, door books \$3.00). Prizes offered refers to prize and its value offered for the game.