

TABLE BOARD BINGO

LOTTERY LICENCING PACKAGE

Table Board Bingo, also known as Shutter Board Bingo, is a bingo game played on a mechanical Table Board Bingo Device. This device contains permanent bingo cards and shutters. A player marks a number by covering it with a shutter. The prize amount is variable and is determined by the number of boards in play.

Step 1: Eligibility

Are You Eligible for a Charitable Gaming Licence?

Lottery Licence Eligibility Questionnaire

Step 2: Application

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Licence Application

Step 3: Report

Reporting Requirements

Lottery Report

County of Brant
519-449-2451
Fax: 519-449-2454
1-888-250-2297
www.brant.ca



County Administrative Building
26 Park Ave
P.O. Box 160
Burlford ON, N0E 1A0

Step 1: Eligibility

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Are You Eligible for a Charitable Gaming Licence?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does NOT guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance education
 - advance religion
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include (but is not limited to):

- adult recreation or sports
- individual sports teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups

Before applying for a lottery licence for the first time, fill out the Lottery Licence Eligibility Questionnaire and submit it to the County of Brant to determine your organization's eligibility.

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LOTTERY LICENCE ELIGIBILITY QUESTIONNAIRE

Completion Instructions

This questionnaire must be completed and forwarded to the licensing officer with the documents listed on the attached page. If you fill out this document electronically, please print out the questionnaire, sign it, and either send a scanned copy of the completed form through email, or deliver a hard copy of the signed form to the Burford office. If you require any further information please contact the licensing officer, 449-2451 ext 2219 or 1-888-250-2295.

ORGANIZATION

Legal Name:	Municipal Address:	City/Town, Postal Code:
Phone #:	Fax:	Web Site Address:

CONTACT

Name:	Business Phone #:	Fax:
	Home Phone #:	Email:

1. Describe the activity of the organization

2. Indicate the specific purpose(s) or program(s) and associated costs to which lottery proceeds will assist the organization in providing a direct delivery of charitable service.

Please use separate sheet if required

3. Please describe how the proceeds from the lottery will benefit the residents of the County of Brant.

4. How long has the organization been in existence?

5. Is the Applicant registered with Canada Customs and Revenue Agency as a charitable organization?

☐ yes

☐ no

Registration #: _____

6. Is the Applicant incorporated as a Non-profit organization in the Province of Ontario?

☐ yes

☐ no

Corporation #: _____

Date Issued: _____

7. What category best describes the organization?

☐

the relief of poverty

☐

the advancement of education

☐

the advancement of religion

☐

other charitable purposes beneficial to the community

8. Is your organization currently licenced by any other municipality in Ontario?

☐ yes

☐ no

If yes, which municipality? _____

If yes, what type of lottery? _____

9. Has the Applicant ever had a licence revoked or refused?

☐ yes

☐ no

If yes, which municipality? _____

10. How many persons comprise your bona fide membership? _____

11. Describe the requirements that a person must meet in order to become a bona fide member of your organization.

12. For what type of lottery will the group apply?

 Bingo ☐

 BOT ☐

 Raffle ☐

 Bazaar ☐

The Questionnaire must be signed by two (2) principal officers of the Organization

Name:		
Title:		
Home Address:		
City and Province:		
Postal Code:		
Phone #:		
Signature		

The collection, use, disclosure and disposal of Lottery Licencing information, including financial statement, applications, licences issued, etc. shall be treated in accordance with the guidelines contained within the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

The following documents are required to be submitted with the Lottery Licence Eligibility Questionnaire

1. A copy of the following:
 - a. Letters patent (incorporation papers) + any supplementary letters patent
 - b. Revenue Canada registration approval letter
2. A copy of your current Constitution and/or By-laws, letters patent, charter, trust deed, memorandum of association, bearing the date adopted and signatures of three directing officers.
3. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office (please include Executive Director or CEO if applicable).
4. Full financial statements (audited if applicable) for the previous year including all sources of income and all expenses.
5. Current year's budget.
6. Proposed use of lottery proceeds (lottery revenues must be spent in a manner which provides a direct benefit to the community).
7. Latest report to the Public Guardian and Trustee, if applicable.
8. Membership list, if applicable.
9. Organization's annual report, if applicable.

Step 1: Eligibility

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Application for Lottery Licence

Ensure that you read and understand your event Licence Terms and Conditions before proceeding with the application package.

This application is used to apply to the municipal office of the County of Brant for charitable gaming event licences.

Keep a copy of all licence application documents for your records.

Activities are regulated by Criminal Code of Canada, Order-In-Council 1413/08, as amended, and the Gaming Control Act, 1992 and its regulations.

You can obtain copies of the Gaming Control Act and Regulations, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website (www.acgo.on.ca).

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the instructions are not followed or if Checklist items (on application) are missing. This could result in the delay/cancellation of your charitable gaming event.
- County of Brant requires a minimum of 5 days processing time and 7 days for first time licensee.
- Type or legibly print all information.
- Answer every question completely.
- Only original forms and signatures will be accepted.
- Persons signing any Licence Application must have a good knowledge of the applicable Licence Terms and Conditions.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.
- Please note that all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licenced and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

If you make changes to your Licence Application package before you submit it to your licencing office, each change must be initialed on each document by the Licence Application signors and other signors of that document.

Changes to your submitted Licence Application package must be made in writing on your organization's letterhead, be signed by the Licence Application's signors and include supporting documents that are affected. The County of Brant requires at least one week written notice. Application changes are NOT automatically approved and may NOT be permitted.

Once your lottery licence is issued, requests for changes will NOT be considered. Expired licences may NOT be amended or cancelled.

Licence Application Checklist

These items must be enclosed with each Licence Application Form (Do not send separately):

- ☐ Licence fee
Set by municipality. 1.5% of total prizes to be awarded (cheque payable to the County of Brant).
- ☐ Completed application form
- ☐ A game schedule outlining:
 - The bingo games to be played.
 - The winning arrangement of numbers for each game.
 - The value of the prize to be awarded for each game.
- ☐ The price of cards to be sold for each game.
- ☐ The starting and ending times for each session in which the licenced Regular Bingo event, and any events to be conducted in conjunction with it, will be held.

If you require clarification on any of the above please feel free to contact the Lottery Licencing Officer at:

519-449-2451 ext. 2219
1-888-250-2295
arlene.jackson@brant.ca

Table Board Bingo - Event Terms and Conditions

http://www.agco.on.ca/pdfs/bi/terms_cond/4201B.pdf

Alcohol and Gaming
Commission of Ontario
Gaming Registration & Lotteries

90 Sheppard Avenue East
Suite 200
Toronto, ON M2N 0A4

416-326-8700 1-800-522-2876 toll free in Ontario/sans frais en Ontario

Commission des alcools
et des jeux de l'Ontario
Inscription pour les jeux et loteries

90, avenue Sheppard Est
Bureau 200
Toronto, ON M2N 0A4



TABLE BOARD BINGO EVENT TERMS AND CONDITIONS

MODALITÉS RÉGISSANT LES ACTIVITÉS DE BINGO AVEC DISPOSITIF MÉCANIQUE

DEFINITIONS

BINGO SPONSORS' ASSOCIATION (BSA) means an association formed by licensees conducting bingo events within a bingo hall. The purpose of the association is to assist organizations in administering bingo events, the sale of break open tickets, table board bingo games, super

DÉFINITIONS

ASSOCIATION DE COMMANDITAIRES, association formée des titulaires de licence qui mettent sur pied des activités de bingo dans une salle de bingo donnée. L'association a pour mandat d'aider les organisations membres à organiser les bingos, la vente des billets à fenêtres,

Table Board Bingo – Licence Application Package

http://www.agco.on.ca/forms/bi/3128_g.pdf



Alcohol and Gaming Commission of Ontario
Commission des alcools et des jeux de l'Ontario
Gaming Registration & Lotteries / Inscription pour les jeux et loteries
90 Sheppard Avenue East / 90, avenue Sheppard Est
Suite 200 / bureau 200
Toronto, Ontario M2N6 0A4 / Toronto (Ontario) M2N 0A4
416 326-8700 or/ou 1 800 522-2876 toll free in Ontario / sans frais en Ontario

Table Board Bingo Jeu de bingo à l'aide d'un dispositif mécanique Licence Application Package Trousse de demande de licence

What is a Table Board Bingo Licence?

A table board bingo licence authorizes a licensee of a regular bingo or the Bingo Sponsors' Association to conduct and manage bingo games using a table board bingo device.

Note to Applicants

- This package is used to apply to the Alcohol and

Qu'est-ce qu'une licence de jeu de bingo à l'aide d'un dispositif mécanique ?

La licence en question autorise le titulaire de licence d'un bingo ordinaire ou l'association de commanditaires du bingo à mettre sur pied et à administrer des jeux de bingo à l'aide d'un dispositif mécanique.

Remarques à l'intention des auteurs d'une demande

- Cette trousse sert à présenter une demande à la

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Reporting Requirements

The Licencee shall provide the Licensing Officer with a financial report within 30 days of the date of the last draw outlining the results of the lottery event on the prescribed form. Your report will include:

- ☐ The attached report form.
- ☐ Copy of bank statements for the entire reporting period (since opening of account or since date of last lottery report submitted).
- ☐ Copy of bank deposit slips.
- ☐ Copy of cancelled expense cheques and applicable invoices/receipts.
- ☐ Itemized list of expenses.
- ☐ Copy of cancelled donation cheques (if a balance is retained in your Lottery Trust Account for future charitable donations please provide cancelled cheques and bank statements as money is disbursed).
- ☐ List of winners.

Table Board Bingo - Lottery Report

http://www.agco.on.ca/forms/bi/3129_g.pdf

 Alcohol and Gaming Commission of Ontario Gaming Registration and Lotteries 90 Sheppard Ave. E., Suite 200 Toronto ON M2N 0A4 416 326-8700 / 1 800 522-2876 toll free in Ontario / sans frais en Ontario		Commission des alcools et des jeux de l'Ontario Inscription pour les jeux et loteries 90, av. Sheppard Est, bureau 200 Toronto ON M2N 0A4		TABLE BOARD BINGO LOTTERY REPORT RAPPORT DE BINGO À L'AIDE D'UN DISPOSITIF MÉCANIQUE Group Identification Number (GIN) Numéro d'identification d'organisme (NIO)		 This report must be filed with the Lottery Licensing Officer by the 15 th day of each month in accordance with the Terms and Conditions under which the Table Board Bingo lottery licence is issued. Ce rapport doit être soumis à l'agent de délivrance des permis de loterie au plus tard le 15 de chaque mois conformément aux modalités de délivrance de la licence à l'aide d'un dispositif mécanique.		
Name of organization / Nom de l'organisme <input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
Address / Adresse <input type="text"/>								
Premises utilized Locaux utilisés		Hall Address / Adresse des locaux <input type="text"/>			City/Town Ville <input type="text"/>		Postal Code Code postal <input type="text"/>	
Lottery Licence No. N° de licence de loterie <input type="text"/>		Total Prizes Licenced Total des prix autorisés <input type="text"/>		Licence Period / Période autorisée Provide: <input type="text"/> To: <input type="text"/>		<input type="text"/>		
Names of Designated members in charge / Membres responsables désignés (1) <input type="text"/>			Positions / Postes <input type="text"/>		Home Phone Numbers / Tél. à dom. : <input type="text"/>		Bus. Phone / Tél. d'affaires : <input type="text"/>	
(2) <input type="text"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>	
Details of Gross Receipts and Prizes Awarded / Détails des recettes brutes et des prix attribués (Attach additional sheets if space insufficient / Joindre des feuilles supplémentaires au besoin)								