



# Bingo Lottery Application

FORM MUST BE COMPLETED IN ITS ENTIRETY (PLEASE PRINT)

(1) Name and Address of Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Organization's Telephone Number: \_\_\_\_\_ Organization's Fax Number: \_\_\_\_\_

- (2) ! First time bingo applicants are required to provide the following information:
- ! • Copy of Certificate of Registration under the Societies Act;
  - Copy of the applicant's Constitution and By-Laws, Memorandum of Association, list of Executives and positions held;
  - Applicants may be required to submit to an interview with Division staff; and
  - Applicants may be required to file additional information as determined by the Division.

(3) Charitable Purpose(s) of Funds Raised: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(4) Identify two representatives who will be present and responsible for the bingo event:

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Postal Code: \_\_\_\_\_  
 Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Postal Code: \_\_\_\_\_  
 Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

(5) Please provide the name, address, home and work telephone number of the person responsible to complete and submit the Monthly Bingo Financial Report:

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Postal Code: \_\_\_\_\_  
 Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**License Fees: Series License: \$90.45 for a three year term to be submitted with the application.**

**Single License: \$30.15 for a one time bingo when total prizes exceed \$2,500.00, otherwise no fee.**

**Also, a monthly licensing fee calculated at the rate of 2.13% of the total value of prizes awarded.**  
 The 2.13% licensing fee is to be submitted with the Monthly Bingo Financial Report as required by Regulation 7(1) of the Bingo Regulations.

(6) Expected Attendance at Event: \_\_\_\_\_

(7) Estimated Gross Receipts From the Sale of Cards: \_\_\_\_\_

(8) Value of Total Prizes (total amount of money to be awarded in prizes - if merchandise prizes awarded, licensee is responsible to assess a fair value and calculate total): \_\_\_\_\_

(9) Wages, Salary, Or Any Other Monetary Consideration to Be Paid:

			TOTAL
Number of Office Staff	_____	Wages Per Event _____	= _____
Number of Checkers	_____	Wages Per Event _____	= _____
Number of Callers	_____	Wages Per Event _____	= _____
Number of Sellers	_____	Wages Per Event _____	= _____
Others	_____	Wages Per Event _____	= _____

(10) Details of Bank Account (provide the name of the financial institution, account number, and street address where bingo account is maintained):

\_\_\_\_\_

\_\_\_\_\_

(11) Applicants should be aware that all Bingo Operating Equipment as defined in Regulation 3(2) must be provided or supplied through a supplier licensed under the Bingo Suppliers Regulations. Applicants must therefore provide the following information concerning the intended Bingo Supplier:

Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

(12) Date of Bingo Event(s): START \_\_\_\_\_ FINISH \_\_\_\_\_ DAILY G WEEKLY G MONTHLY G

(13) DAYS AND TIMES OF OPERATION:

G Sunday	G Monday	G Tuesday	G Wednesday	G Thursday	G Friday	G Saturday
_____	_____	_____	_____	_____	_____	_____

(14) Premises in which Bingo Event(s) will be held: \_\_\_\_\_

Complete Civic Address: \_\_\_\_\_

\_\_\_\_\_

(15) Owner of Premises in which Bingo Event(s) will be held:

Name: \_\_\_\_\_

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

City, Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

(16) Provide a copy of the games schedule and a copy of the House rules with your completed application.

(17) If renting a Bingo Hall, please provide rental amount per event. Please attach a copy of the rental agreement to the application, if applicable.

(18) Applicants must describe the bingo event in detail by providing the information requested below.

GAME SCHEDULE (List of Games)	CARD CUT COMBINATION (Design of Cards/Paper Sold For Each Game)	SELLING PRICE (Cards/Paper for Each Game)	PRIZES OFFERED

I, \_\_\_\_\_ **SOLEMNLY DECLARE:**

- 1. I am authorized by the named charitable/religious organization named to make this application for a Bingo License.
- 2. I am 19 or more years of age, and that the information contained in the foregoing is, to the best of my knowledge, true and accurate.
- 3. That permission to hold the event in the premises referred to above has been duly obtained, and I understand that written authorization may be requested.
- 4. That I hereby assume full responsibility to ensure that the event referred to above is operated in accordance with the Gaming Control Act and Bingo Regulations, pursuant thereto.
- 5. That I hereby agree that the Nova Scotia Alcohol and Gaming Division staff has the authority to enter and inspect the premises at any time during the licensed event.
- 6. That I hereby acknowledge that I have read and understand the provisions of the Bingo Regulations pursuant to the Gaming Control Act with respect to Bingo.

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

Print Name \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

# INFORMATION FOR APPLICANTS

Applicants are responsible to comply with the Bingo Regulations, a copy of which is available for your convenience at the time of filing the application. The entire set of Regulations apply to every Bingo License and application. The applicant's attention is drawn particularly to the following:

1. Regulation 3(2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:

"The Division may prescribe such terms and conditions in a license as it deems necessary for the proper administration of these regulations and may refuse to issue, amend or renew a license where any requirement in these regulations concerning an application is incomplete, inaccurate or not fulfilled or where the Division determines that to issue or renew such license would not be in the public interest."
2. Any violation of the Act, Regulations, Division Policies or terms and conditions of the license may result in the cancellation of the event and the suspension of further licensing privileges.
3. The Bingo Regulations provide that advertising with respect to the event shall be in a form approved by the Division and shall clearly state:
  - (a) the name of the licensee;
  - (b) the date, time and place of the bingo;
  - (c) the current lottery license number and the year issued;
  - (d) the total cash value of prizes to be awarded at the bingo.
4. All net receipts must be allocated and utilized by the charitable and religious organization for which the license is granted. If required by the Division, certification and confirmation of the dispersing of funds to the charitable/religious organization must be forwarded to the office of the Division before any further applications for licenses on behalf of the same organization can be considered.
5. Regulation 7(1) and (2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:
  - 7(1) A licensee shall forward to the Division a financial report and required fees.
    - (a) respecting a license issued for a period not greater than 1 day, within 30 calendar days after the date on which the license expires;
    - (b) respecting a license issued for a period greater than 1 day, within 30 calendar days after the last working day of each calendar month during such period, commencing with the month in which the license is issued; and
    - (c) The financial reports required under clauses (a) and (b) shall contain the following:
      - (i) the date of the bingo;
      - (ii) the attendance at each bingo;
      - (iii) the total gross receipts of each bingo;
      - (iv) the cash expenses of the bingo;
      - (v) the total value of all prizes awarded;
      - (vi) the total number of cards and papers sold and the selling price of each card or paper;
      - (vii) the amount of fees calculated as prescribed in Section 8, together with payment to the Division of any outstanding fees;
      - (viii) the total amount deposited to the account of the licensee; and
      - (xi) a statement of disbursements to each charitable or religious organization, including the names and addresses of payees.
  - 7(2) All licensees shall keep for 3 years, bingo reports which are to be completed immediately following each bingo and retained to assist in compiling financial reports referred to in subsection (1).
6. Regulation 6(1) and (2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:
  - 6(1) All net receipts realized from the conduct and management of a bingo shall be utilized for the charitable, religious or community objects or purposes set out by the licensee in the application for a license and in any instance when the proceeds are less than 15% of gross receipts, the Division may suspend or cancel the bingo license.
  - 6(2) Wages, salaries and other monetary considerations may be paid, either directly or indirectly, for selling bingo cards or papers or for conducting, managing or assisting in the conduct or management of bingo, provided that such wages, salaries or other monetary considerations do not exceed the amounts set out in the application for the license.

**This Application Must Be Submitted to the Nova Scotia Alcohol and Gaming Division  
Within Fifteen (15) Days of the Scheduled Event(s) for Processing.**

## 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) Indicate if other lottery fundraising programs are being operated in conjunction with bingo and if yes, please identify and provide lottery license number.
- (20) Indicate if the bingo hall is leased or rented. If yes, provide copy of the agreement with lessor or owner.
- (21) Please provide a copy of Your House rules.
- (21) 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.