



Application for a Class C Gaming Event Licence for an Approved Fair or Exhibition for a Limited Casino

Gaming Policy and Enforcement Branch – Licensing and Grants Division

L&G File#: (for your organization)

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Telephone: (250) 387-5311 | Web: www.gaming.gov.bc.ca

Applications can be completed and submitted using the online service at: www.gaming.gov.bc.ca

Before submitting this form, your organization must submit a Fair or Exhibition Approval Form to have the fair or exhibition assessed for eligibility for a Class C gaming event licence and for specific types of gaming events.

- Allow 10 weeks for your licence application to be processed.
Ensure all required documentation is attached, per the Enclosure Checklist on page 4.
Each Class C Licence is subject to a non-refundable processing fee, based on the type of gaming event to be offered.
You can confirm receipt of your application by visiting www.gaming.gov.bc.ca on the Internet.
Faxed applications are not accepted.

SECTION 1 ORGANIZATION INFORMATION PLEASE PRINT CLEARLY

Approved Fair or Exhibition: _____

Name of organization (as it appears on the constitution and/or certificate of incorporation, if applicable): _____

Organization mailing address: Unit, Street and/or PO Box: _____

City: _____ Postal Code: _____

Organization physical address: Unit and/or Street: _____

City: _____ Postal Code: _____

If your organization is a registered society in BC, provide the BC Society Number: _____

On what date did your organization start operating (approximate)? _____ Fiscal Year End: Month: _____ Day: _____

General program/service or purpose of your organization (e.g. food bank, meal program, youth sports programs, etc.): _____

Date of last Annual General Meeting (DD-Mon-YYYY): _____ Number of voting members attending last AGM: _____

Will grant funds be used for a major capital project that has a total value greater than \$20,000? Yes _____ No _____
(If yes, a Special Request for Capital Project Approval Form must be attached to this application.)

Name and address of the registered gaming services provider (required):

Name: _____

Address: _____ City: _____ Postal Code: _____

SECTION 2 LIMITED CASINO INFORMATION

A limited casino:

- Can be conducted only in conjunction with, and at, an approved fair or exhibition, and
Must be operated by an appropriately registered gaming services provider.

Start date (day casino opens): _____ End date (day casino closes): _____

Start time each day: _____ End time each day: _____

This section continues on the next page >>

Retain a copy of this application for your organization's records.

SECTION 2 LIMITED CASINO INFORMATION (continued from previous page)

Location of the Limited Casino: Name of building or facility: _____

Address: _____ City: _____ Postal Code: _____

Types of Table Games	Number of Tables Offering this Game

Attach additional sheets if necessary.

SECTION 3 USE OF NET GAMING PROCEEDS

Describe how the net gaming proceeds from this application will be disbursed, including how the community will benefit from the funds. If proceeds will be used for a capital project valued at \$20,000 or more, a **Special Request for Capital Project Approval** form must be completed and attached to this application form.

Attach additional sheets if necessary.

NOTE: Please refer to the **Enclosure Checklist** on page 4 prior to submitting your application.

Retain a copy of this application for your organization’s records.

SECTION 4 DELIVERY METHOD

The results of your application can be delivered by e-mail, by Canada Post or by logging onto Gaming Online Service with a user ID and password (BCeID). For more information on the BCeID, contact the branch. Indicate below your preferred delivery method:

- E-mail: _____ (you must ensure that you can successfully receive an e-mail from our Online Service).
- Canada Post (your organization's mailing address will be used. If we do not have a mailing address on file, we will use the physical address).
- Gaming Online Service using your BCeID account (must be a Business BCeID account that is registered with the branch).

SECTION 5 CERTIFICATION

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization or group (the 'applicant') making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch ('GPEB') and all directives issued by the General Manager, whether published or issued before or after the date of this application.
- The applicant understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.
- The applicant understands that this is only an application and that the applicant can only conduct a gaming event if and when the application may be approved and a licence has been issued by GPEB.

Submitter (member of the organization authorized to complete and submit this application):

Name _____ Position _____

Address _____ City _____ Province _____ Postal Code _____

Work () ____-____ Home () ____-____ Fax () ____-____ Cell () ____-____ E-mail: _____

Contact Person (member of the organization that the branch can contact regarding this application):

Name _____ Position _____

Address _____ City _____ Province _____ Postal Code _____

Work () ____-____ Home () ____-____ Fax () ____-____ Cell () ____-____ E-mail: _____

Two members of the organization (who will be responsible for the proper conduct and management of the gaming event):

Name _____ Position _____

Address _____ City _____ Province _____ Postal Code _____

Work () ____-____ Home () ____-____ Fax () ____-____ Cell () ____-____ E-mail: _____

Signature _____	Date _____
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Name _____ Position _____

Address _____ City _____ Province _____ Postal Code _____

Work () ____-____ Home () ____-____ Fax () ____-____ Cell () ____-____ E-mail: _____

Signature _____	Date _____
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SECTION 6 ENCLOSURE CHECKLIST

The following documentation must accompany this form. If the documentation is incomplete, the form may be returned or processing may be delayed.

- Processing fee for this application. Cheque payable to the Minister of Finance:
 - \$150 for the first or only table authorized under the licence.
 - \$50 for each additional table authorized under the licence.
 - \$25 for each operator and/or dealer listed under the licence.
- Void cheque from your gaming account. Cheques must have the organization's full name and the words GAMING ACCOUNT imprinted (not handwritten) thereon.
- Last annual general meeting minutes, including number of voting members attending.
- Complete annual financial statements for your organization's previous fiscal year, including:
 - Revenue and expense statement clearly showing gaming funds (if applicable) as a separate entry.
 - Balance sheet listing all assets and liabilities of the organization and with restricted funds identified.
- Current and next year's budget for the fair or exhibition, detailing confirmed and potential revenue sources and all planned expenditures.
- Previous year's actual revenues and expenditures for the fair or exhibition.
- All information on file that requires updating, such as changes to your constitution and by-laws, new resolutions, or an update-to-date list of Board of Directors, showing names, home addresses, home and work telephone numbers, e-mail addresses and positions held on the Board.

SECTION 7 USING GAMING PROCEEDS FOR CAPITAL PROJECTS

Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development.

Minor Capital Projects

- A project essential to the delivery of your organization's programs, with a total cost of \$20,000 or less, may be an eligible disbursement of your organization's gaming proceeds.
- Include the project as one of the uses of gaming funds described in the **Use of Net Gaming Proceeds** section. A separate application form is not required.

Major Capital Projects

- A project essential to the delivery of your organization's programs, with a total cost of more than \$20,000, is considered a Major Capital Project. Major Capital Projects must provide significant community benefit and be accessible to the public.
- If your organization's gaming proceeds will be used towards a Major Capital Project, the project must be pre-approved by the branch. To have a capital project pre-approved, a **Special Request for Capital Project Approval** form and supporting documentation must be submitted to the branch with this application.
- Service organizations planning to donate gaming proceeds to a Major Capital Project must ensure the project has been pre-approved by the branch.
- Separate from licensed gaming events, an organization can apply for a Major Capital Project Grant. For more information about major capital project grants, refer to the **Application for a Major Capital Project Grant**.

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess your eligibility for a gaming event licence. Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.

Retain a copy of this application for your organization's records.