

# **Class B Social Occasion Casino Gaming Licence Application Guide**

This guide will provide you with step-by-step instructions on how to complete an application for a Class B gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: <sup>(2)</sup>. Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at <u>https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms</u>.

If you have any questions or need further assistance, please contact the Licensing Division at <u>gaming.licensing@gov.bc.ca</u> or 250.387.5311 ext. 1.

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## 1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (<u>https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising</u>).

### Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

#### **Uploading Documents:**

- Make sure that any supporting documents you attach are in one of the following formats:
  - o DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
  - Scanning the document using a scanner.
  - Taking a digital photo of the document and saving it as a JPG file.
  - Using a PDF scanner app available on most smart phones.

# 2. Visit the GPEB website and click on the "Online Service" link

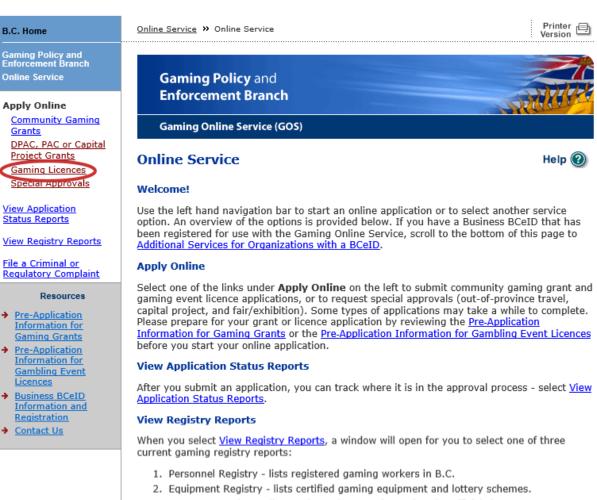
You can start a licence application by visiting the GPEB website at <u>www.gov.bc.ca/gambling</u>. Look for and click the "Online Service" link as shown below.

					Careers & MyHF	Services A-Z	Organizations A-Z	Forms A-Z New	/s Contact Us
Sports Recreation	Arts & Culture	Event Hosting	Gambling	& Fundraising					
	aming Grants	Gambling Event Lic Fundraising	ence	Horse Racing	Responsible Gambling	Registra Certific		Enforcement & Investigations	News & Updates
lome / Sports, Recreatio							_		
Gambling & Fເ	Indraising							News	
II gambling in B.C. is reg ambling activities such a rofit organizations may l	s lotteries, horse	racing, slot machin	es and casin	o games, and lie			raws. Non-	News & Upda	backage informs
Gambling in B.C. Buying lottery tickets, p			ıg,		ming grants allow elig		ns to apply	of gambling Wednesday, Februar	s about health risks ry 14, 2018
and betting on horse rathat adults can choose gambling and other to safety, how revenues size Explore Within -	from in B.C. Learn pics like responsit	about types of ble gambling, playe	r	services. Find ou	venues to support a b ut about types of gran nd how to apply.		-	60 not-for-profit organizations receive a total of 55 million in Capital Project Grants Wednesday, December 20, 2017	
Gambling Event L Gambling event licence by holding a single gar Gambling events inclu casinos, and wheels of requirements and how	es allow eligible o nbling event or a de raffles, bingos, fortune. Find out	rganizations to fun series of events. poker, social occas	draise	province. Gover	curs at a number of lo rnment directs, contro e racing industry and li	s, and regulates	he the British pants.	Update to the Gan Licensing Guidelin for firearms as priz Monday, November More News	ies and Standards ies
Explore Within -								Online Serv	ice
Responsible Gam Most British Columbiar and participate respon percentage of players of gambling. Explore Within +	is who gamble do sibly, however, re	search shows that a	nt small	Gambling indus be registered or	& Certification stry workers, service pi r certified by the Provi grity and safety of gan	nce of B.C. This h	plies must elps to vince.	Apply for a gamblin gaming grant, chec status, or report gar Online	g event licence or k your application mbling wrongdoing. Service
Enforcement & Im Gambling enforcemen integrity of gambling in investigation, and enfo in gambling. Explore Within +	t activities are ess n B.C. This include	s identification,	g the		lates ws about gambling to gambling industry peo		ity ies, and	Contact Info Contact the Gaming Enforcement Brancl questions about ga <u>Contact Us</u>	9 Policy and h if you have

# 3. Click "Launch Online Service" on the Gaming Online Service web page

BRITISH C <u>olumbi</u>	A			Enter a keyword	d or phrase to sea	irch		
	]			Careers & MyHR	Services A-Z	Organizations A-Z	Forms A-Z	News Contact Us
Sports Recreation	Arts & Culture	Event Hosting Gamble	ing & Fundraising					
<u>Gambling in</u> <u>B.C.</u>	Gaming Grants	Gambling Event Licence Fundraising	Horse Racing	Responsible Gambling	Registra Certific		Enforcement Investigation	
ome / Sports, Recreat	ion, Arts & Cultur	e / Gambling & Fundraising /	Gambling in B.C.	/				
Laws, Regulations &	Policies	Gaming Onlir	ne Service					
Reports, Publication Where the Money G Gambling Locations	oes		The Gaming Policy and Enforcement Branch is experiencing delays in processing gaming event licences. Due to a high volume of applications, GPEB requests that Class B & D applications be submitted at least 10 business days prior to the event.					
		Go to the Online Servic	ce system by clicki	ng the button below:				
		Launch Online Ser	rvice					
		Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.						
		If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:						
		Gaming Grants						
		<u>Community Gamir</u> <u>PAC &amp; DPAC Grant</u>	n <u>g Grants</u> (for com <u>ts</u> (for parent advise	ory councils)				
		<ul> <li><u>Multiculturalism Grants</u> (for cultural expression and anti-racism programs/projects)</li> <li>Gambling Event Licences</li> </ul>						
				(general information a	bout gambling	event licences)		
		<ul> <li>Class A Licence (M)</li> <li>Class B Licence (\$2)</li> </ul>						
		<ul> <li>Class C Licence (Fa</li> <li>Class D Licence (\$5</li> </ul>		ss Revenue)				

## 4. Click "Gaming Licences" on the Online Service web page



3. Corporate Registry - lists registered companies and senior officials in B.C.

#### **File a Complaint**

Select <u>File a Criminal or Regulatory Complaint</u> to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see <u>Contact</u> <u>Us</u>.

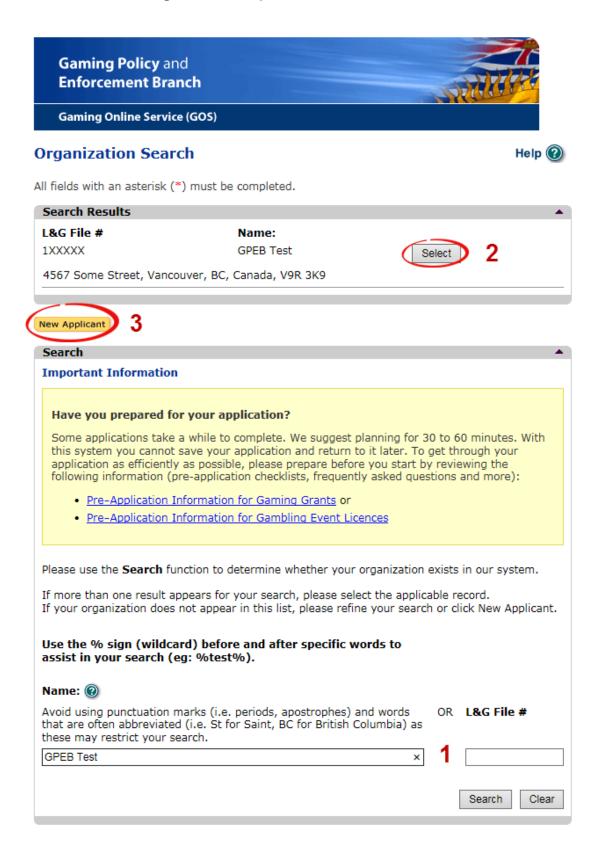
#### Additional Services for Organizations with a BCeID

#### PLEASE NOTE:

The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID <u>here</u>. For reporting questions related to your Gaming Account please contact either <u>Community Gaming Grants</u> or <u>Gaming Policy and Enforcement Licensing</u>.

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GAMING BC VERSION: 585 <582 | BUILT ON: 2019-02-28 15:45 | DATABASE VERSION: 4.4.0.00 5. Search for the organization's profile or create a new one



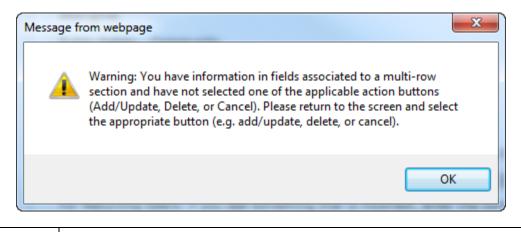
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box.
		**Not all organizations need or will be issued an L&G number.**
		If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click on the "Search" box.
2	Select Profile	If the organization's profile appears, click on the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%
3	New Applicant	If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button. If a profile appears, the name is in use. You will need to use a name unique to the organization.

# 6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

GBC ID: 131897		
		GPEB Test
l fields with an ast	erisk (*) must be	e completed.
Organization		•
* Name:		
The organization incorporation (if GPEB Test		be as it appears on your constitution and/or certificate of
Addresses 2		
When entering a ro		er the Address Type, Effective Date, Street, City, . To enter the record click Add.
For Returning User the Organization In	s: if you see som formation Chang	nething that is incorrect, enter the correct information in ges section below.
Address Type	Effective Date	
Physical Mailing	23-May-2015 12-Aug-2014	4567 Some Street, Vancouver, BC, Canada, V9R 3K9 1234 Some Street, Victoria, BC, Canada, V8T 2L9
Organization Det	ails 3	
For Returning Use in the Organization BC Society Num	ers: if you see so on Information C	d society in BC please enter the BC Society Number. omething that is incorrect, enter the correct information hanges section below.
S-0028975		
CRA Registered	Charity Numbe	er:
On what date di 01-Jun-1966	id your organiz	ation start operating (approximate)?
Fiscal Year End: Month	: Dav	
March V	31 🗸	
Waren +	51 +	
Programs/Servic	es or Purpose	
When entering a ro	ow you must cho	ose a Program/Service Type. If you choose 'Other' you
	-	the record click Add. nething that is incorrect, enter the correct information in
the Organization In		
	ce or Purpose:	Other Description:
* Program/Servi		other bescription.
* Program/Servi	~	4 Add Delete Cancel
	~	4 Add Delete Cancel
Program/Service	v or Purpose	4 Add Delete Cancel Other Description
* Program/Servic Program/Service	v or Purpose	4 Add Delete Cancel
Program/Service Other		4 Add Delete Cancel Other Description Test 5 Edit
Program/Service Other Organization Info	ormation Chan s: if you see som ow. This informat	4 Add Delete Cancel Other Description Test 5 Edit
Program/Service Other Organization Info For Returning User in the text box belo is received in GPEB	ormation Chan s: if you see som ow. This informat	4 Add Delete Cancel Other Description Test 5 Edit ges 6
Program/Service Other Organization Info For Returning User in the text box belo is received in GPEB Comments:	ormation Changes: if you see som ow. This informat s.	4 Add Delete Cancel Other Description Test 5 Edit ges 6
Program/Service Other Organization Info For Returning User in the text box beld is received in GPEB Comments: Please change	ormation Changes: if you see som ow. This informat s.	4 Add Delete Cancel Other Description Test 5 Edit ges 6 nething that is incorrect, enter the correct information tion will be reviewed and updated when your application

1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	<ul> <li>Within this section you can enter the following:</li> <li>B.C. Society Number</li> <li>CRA Registered Charity Number</li> <li>The date when your organization began operations; AND</li> <li>The organization's fiscal year end month and date If you do not have the above information, you can leave the field blank.</li> </ul>
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window	If this box ever appears during your application it means there is information in one of the areas with the "Add", "Cancel", or "Delete" options that has not been uploaded.
	All text boxes of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.

## 7. Select Licence

# Application Selection

Help 🕐

### GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

Application Type					
* Please select an Application Type					
⊖ Grant	Government gaming grants are available through the Community Gaming Grant Program which includes the Community Gaming Grant, Capital Project Grant, PAC and DPAC. Other, non-gaming grants may also be available.				
<ul> <li>Licence</li> </ul>	Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).				

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8. Select Class B Licence

# Licence Type Selection

Help 🕜

#### GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed. Licence Types Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type. \* Please Select a Licence Type Class A A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales. Each application for a Class A licence must be accompanied by a nonrefundable \$50 processing fee. A Class B licence may be issued to an eligible organization for a gaming Class B event or series of gaming events that will generate \$20,000 or less in total projected sales. Each application for a Class B licence must be accompanied by a \$25 nonrefundable processing fee. A Class C licence may be issued to an eligible agricultural fair or Class C exhibition, which must be conducted in conjunction with an approved fair or exhibition. Each application for a Class C licence must be accompanied by a nonrefundable processing fee based on the following fee structure: - For a ticket raffle: \$150 For an independent bingo: \$150 - For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table A Class D licence may be issued for a gaming event or series of gaming Class D events that will generate \$5,000 or less in total projected sales. Each application for a Class D licence must be accompanied by a \$10 nonrefundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application. Special Approval request forms (includes Fairs and Exhibitions, request to use Approvals gaming revenue for out-of-province travel and major capital projects).

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# 9. Select Social Occasion Casino

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# Event Selection

Help 🕜

### GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

Event Types 🔺					
Application processing times differ for each licence type. Estimated application processing times are available in the <u>Guidelines</u> for each licence type.					
* Please select an Event	Туре				
○ Ticket Raffle	Tickets are sold on a chance to win a prize, usually through a draw.				
<ul> <li>Independent Bingo</li> </ul>	Held in a community facility rather than a commercial bingo hall.				
Social Occasion Casino	Held in conjunction with a social event. For example, a dinner or dance sponsored by a community organization and the event is not open to the general public				
○ Wheel of Fortune	Held in conjunction with a community event, such as a rodeo, community fair or sports event.				
O Poker Event	No Limit Texas Hold'em Poker.				

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Next

# 10. Enter the details of the event

ocial Occas	ion Casin	0		Help 🔮
GBC ID: 13189	7		GPEB Te	st
ll fields with an a	sterisk (*) mu	ist be completed.		
Social Occasion	Casino Deta	ails		
Please enter So period.	ocial Occasion	Casino start and end	dates to encompas	s all events for the entire
* Licence start (DD-Mon-YY)			* Licence end d (DD-Mon-YYY)	
	· 1		29-Jun-2018	
29-Jun-2018				
29-Jun-2018 * Total Projector \$ 5000	ed Sales for a	all events:	[ <u></u> _	
* Total Project		all events:	r	
* Total Project	ed Sales for a	all events:		
* Total Projecto \$5000 Event Location	ed Sales for a	all events: Address information		
* Total Projecto \$5000 Event Location	ed Sales for a			
* Total Projecto \$ 5000 Event Location * Enter Location	ed Sales for a			
* Total Projecto \$ 5000 Event Location * Enter Location Location:	ed Sales for a			
* Total Project \$ 5000 Event Location * Enter Location Location: Casino Location	ad Sales for a	Address information		
* Total Project \$ 5000 Event Location * Enter Location Location: Casino Location	ad Sales for a 2 Details 3 Name and/or Street:	Address information	Country:	Postal / Zip Code:

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1	Licence Period	The licence period is the first and last date a Social Occasion Casino may be held. Licences may be issued for up to 12 months, however all events must be entered on the following page at the time of application. Select the first and last date of an event manually or by clicking the calendar icon to select a date.
2	Total Projected Sales	The total projected sales are the maximum gross sales. You may sell less than this amount but you may not sell more.
3	Event Location	Enter the location name, address, city and postal code of the Social Occasion Casino event. Only one location may be used per licence.

# Social Occasion Casino Events

Help 🕜

GBC ID: 131897		GPEB Test
All fields with an asterisk (*) must	be completed.	
Social Occasion Casino Events	5	▲
End Date, End Time, and one val the record click Add. * Event Type (e.g. A Social Oc event would be dinner or da or a Wheel of Fortune could rodeo, community fair, spor	ue must be ent ccasion * ance etc., be a	Type, Event Name, Start Date, Start Time, tered for one of the game types. To enter <b>Event Name:</b>
etc.) Dinner and Dance	1	Vegas Night
* Start * Start time: date: (HH:MM) (DD-Mon- YYYY)	*	End date: * End time: (DD-Mon-YYYY) (HH:MM)
29-Jun-2018 🔲 05 :00	Рм ∽ 2	29-Jun-2018 11 :00 PM 🗸
* Game Type: Number of Ga (Numeric Only		
Black Jack 3		
Red Dog	3	
Wheel of 2 Fortune		
		Add Delete Cancel
Event Name:	Start date:	End date:

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1	Event Type and Name	Social Occasion Casino licences may only be issued in conjunction with a social event such as a dance or benefit. Include the type of event, as well as the name of the particular event.
2	Event Start and End Time	Manually enter the date of the Social Occasion Casino or click the calendar icon to select a date. Include the hour and minutes.
3	Event Games	Enter the number of tables available for each type of game. Note: Only Black Jack, Red Dog, and Wheel of Fortune may be offered on a Social Occasion Casino licence. Poker requires a Class B Poker Event Licence. Other casino games, such as roulette, may not be licensed. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add". "Add" has not been clicked in this example for illustrative purposes. You would not be able to leave this screen with information in the text boxes as shown.

# Registered Companies and/or Gaming Workers

Help 🕐

GBC ID: 131897	GPEB Test	
All fields with an asterisk (*) must be completed.		
Registered Company	<b>A</b>	
* Are you hiring a registered company (gaming service provider) to operate the event?		
Oyes		
No		
If Yes, enter the name of the company:		
Back	Next	

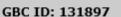
Indicate if a company is being hired to operate the event. Any person or business providing services to conduct a gaming event must be registered with the Gaming Policy and

Help 🕜

Enforcement Branch as a Gaming Service Provider. Companies that are not registered are only permitted to rent equipment for a flat fee.

### **11. Describe the Use of Net Proceeds**

# Net Use Of Proceeds



GPEB Test

All fields with an asterisk (\*) must be completed.

Use of Proceeds Details
\* Please describe in detail how you intend to use the proceeds generated from this Gaming Licence:
Program expenses including wages, utilities and supplies.

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# 12. Submit information of individuals responsible for the event

All fields with an asterisk (\*) must be completed.

Officers Resp	onsible				
B & C Lice checkboxe \$250,000 *Type Officer Re organizati Enforceme	nces and 3 for D is that apply whe your Officers Res on complies with ant Branch) r (member of the Person (member	Contact Person, a Submitter Licences). Individuals can ha n you are completing their in ponsible must be registered. rd member of the organizati all conditions, guidelines, r e organization authorized to of the organization that the *First Name	on who is respor ules and policies	; simply select the r projected sales e solution of the Gaming Po abmit this applicat fact regarding this	e licy
		2			
Address Unit *Str	aat	*Province	*City	*De	stal Code
	eet	British Columbia	City	<b>v</b>	stal Code
*Business Ph	one	Ext *Home Phone	C	ell Phone	
-	-			-	-
e-mail			(	(e.g. John.Doe@ho	
				Add Delete	Cancer
Position	Name	Officer Resp.	Submitter	Contact	
Chair	Applicant One		1		Edit
President	Applicant One	3			Edit
Delivery Met	hod				
Your application results will be delivered via email. Please enter two email addresses below for notification.  *Primary Contact email (one address only, e.g. john.doe@example.com)					
(one address only, e.g. john.doe@example.com)					
*Alternate Co	ontact email		y, e.g. john.doe@	evample com)	

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r		
1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
		Poker Applications: An additional Tournament Director role is required for Poker Event applications. The Tournament Director may be a volunteer from your organization or hired. If hired, they must be registered with the Gaming Policy and Enforcement Branch as a Gaming Service Provider.
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	The Officer Resp., Submitter and Contact columns must each have one box checked. Individuals can have one or multiple roles.
		Poker Applications: Tournament Dir. must have 1 box checked.
		If more or less than the required number of boxes have been checked you will not be able to proceed. Click on "Edit" to reopen a submission and add or remove a role from an individual.
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

### 13. Read and agree to the Terms and Conditions

Click the check box to confirm you have read, and agree to, the Terms and Conditions.

# Terms and Conditions

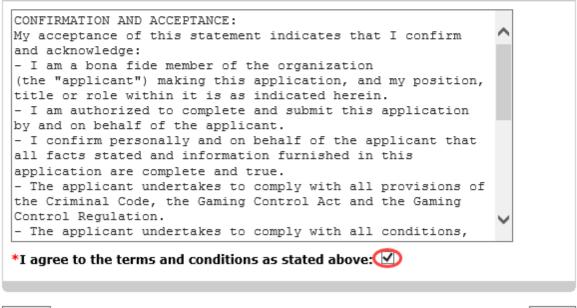


GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

#### Terms and Conditions Details



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# 14. Select how you will pay the processing fee

Class B applications require a \$25 processing fee, payable by cheque or credit card.

Payment	Help 🕐
GBC ID: 131897	GPEB Test
Fee Amount and Payment Method	•
The non-refunda	ble processing fee is \$25.00.
Payment' submit your payment to Licer Enforcement Branch, PO Box 9310, Str	from the following options. If you choose 'Cheque nsing & Grants Division, Gaming Policy and a. Prov. Govt., Victoria, B.C. V8W 9N1. Note, application will be processed. Pursuant to will be charged for any NSF cheques.
gaming event licence. If you are applyi	a cheque if you are applying for a Class A, B, or C ng for a Class D gaming event licence you can only omitting your application please select the option
* Payment Method	
<ul> <li>Credit Card Payment</li> <li>Cheque Payment</li> </ul>	
Back	Next

1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	Cheques must be made payable to "Minister of Finance" and mailed to the Gaming Policy and Enforcement Branch. Include the application number issued at the end of the
		application on the memo line. Processing an application will not begin until payment has been received.