

for a gaming event that will
generate more than \$20,000

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

- Refer to the **Guidelines for Applying for a Class A or Class B Gaming Event Licence** for information regarding organization eligibility and requirements.
- Allow **10 weeks** for your application to be processed.
- Each Class A Licence is subject to a non-refundable **\$50 processing fee**.
- Ensure all required documentation is attached, per the **Enclosure Checklist** on page 5.
- You can confirm receipt of this application by visiting www.gaming.gov.bc.ca on the Internet.
- **Faxed applications are not accepted.**

SECTION 1 ORGANIZATION INFORMATION PLEASE PRINT CLEARLY

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.)

SECTION 2 TYPE OF GAMING EVENT LICENCE (each licence requires a separate application)

Choose one of the following types of gaming event licences:

- Ticket Raffle Independent Bingo Social Occasion Casino Wheel of Fortune

Refer to the **Guidelines for Applying for a Class A or Class B Gaming Event Licence** and applicable standard procedures for more information about these types of gaming events.

SECTION 2.1 TYPE OF TICKET RAFFLE

Choose one of the following types of raffles:

- Regular Ticket Raffle Meat Draw Annual Series Multiple-Single Day Calendar Token
 Event Pool-Miscellaneous Sport Pool Players Draft Percentage Draw Payroll Deduction

Start date of ticket sales (DD-Mon-YYYY): _____ **End date of ticket sales** (DD-Mon-YYYY): _____

This section continues on the next page >>

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

SECTION 2.1 TYPE OF TICKET RAFFLE (continued from previous page)

Ticket Types	Number of Tickets	Ticket Prices	For a potential revenue of
Single tickets		Single Ticket price: \$	\$
Discounted tickets		Ticket prices: _____ for \$ _____	\$
Discounted tickets		Ticket prices: _____ for \$ _____	\$
Discounted tickets		Ticket prices: _____ for \$ _____	\$
<i>Attach additional sheets if necessary.</i>			TOTAL POTENTIAL REVENUE
			\$

Date of draw (DD-Mon-YYYY): _____ **Time of draw:** _____

On a separate sheet, indicate exact dates and times of all draws, including early birds, or day(s) of draws for annual licences.

Location of draw(s): Name of building or facility: _____

Address: _____ City: _____ Postal Code: _____

Describe how winners will be determined: _____

Provide the specific details of your ticket raffle: _____

Attach additional sheets if necessary.

Please Note:

- Meat draws and percentage raffles must provide details of each event including date, time and location of draws.
- Calendar raffles must provide a schedule of designated prize days.
- Token raffles must provide a description of the token.
- Sport pool and players draft raffles must enclose a full list of rules.

Prize Description: Identify donated prizes and indicate the fair market value of each.

Where total prizes exceed \$10,000 in value, prizes must be fully secured and proof of ownership must be attached.

Prize Description	Number of Prizes	√ here if Donated	Prize Value
1.		<input type="checkbox"/>	\$
2.		<input type="checkbox"/>	\$
3.		<input type="checkbox"/>	\$
4.		<input type="checkbox"/>	\$
<i>Attach additional sheets if necessary.</i>			TOTAL PRIZE VALUE
			\$

- Minor raffle.** Potential gross revenue greater than \$20,000 and up to \$100,000;
- Major raffle.** Potential gross revenue greater than \$100,000 and less than \$250,000; and
- Registered raffle.** Potential gross revenue of \$250,000 or more. Applicants must meet registration requirements.

Applicants for a major or registered raffle must include a sample ticket, marketing plan indicating target audience, method of sale, itemized expenses and costs of conducting the raffle, and planned financial and security control processes.

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SECTION 2.2 INDEPENDENT BINGO

Start date (day of first bingo) (DD-Mon-YYYY): _____ End date (day of last bingo) (DD-Mon-YYYY): _____

Location of bingo(s): Name of building or facility: _____

Address: _____ City: _____ Postal Code: _____

Schedule: If weekly, day of week _____ or once every _____

Start time: _____ End time: _____ Total number of bingos: _____

Attach a separate playing schedule if necessary, listing exceptions, e.g., holidays. Maximum 104

Total value of all prizes for all events: \$ _____ Total projected sales: \$ _____

SECTION 2.3 SOCIAL OCCASION CASINO

A social occasion casino is permitted only in conjunction with a social event, such as a dinner/dance hosted by the applicant, which will be attended only by members of the applicant organization and guests of those members.

Type of social event: Dinner Dance Benefit Other: _____

Start date (DD-Mon-YYYY): _____ End date (DD-Mon-YYYY): _____ Start and end time: _____

Event name: _____ Total projected sales: \$ _____

Location of event: Name of building or facility: _____

Address: _____ City: _____ Postal Code: _____

Number of games: Wheel of Fortune _____ Blackjack _____ Red Dog _____ (Total cannot exceed 15)

SECTION 2.4 WHEEL OF FORTUNE

An eligible organization may be licensed to operate wheels of fortune for the duration of an approved community event.

Start date (DD-Mon-YYYY): _____ End date (DD-Mon-YYYY): _____ Start and end time: _____

Event name: _____ Total projected sales: \$ _____

Location of event: Name of building or facility: _____

Address: _____ City: _____ Postal Code: _____

Number of games: _____

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** and **Using Gaming Proceeds for Capital Projects** sections on page 5 prior to submitting this 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):

Where gross revenue from the gaming event licence could exceed \$250,000, these two people must be registered by the Branch.

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

SECTION 6 ENCLOSURE CHECKLIST

- \$50 non-refundable processing fee. Make cheque or money order payable to the Minister of Finance.
- Constitution and Bylaws.
- Last annual general meeting minutes, including number of voting members attending.
- Complete annual financial statements for your organization's previous fiscal year. This includes revenue and expense statements clearly showing gaming funds (if applicable) as a separate entry.
- Voided cheque from your gaming account. Cheques must have the organization's full name and the words GAMING ACCOUNT imprinted (not handwritten) thereon.
- For ticket raffles, documentation indicating fair market value of prizes and demonstrating those prizes are secured where the total fair market value of all prizes is more than \$10,000.
- Sport groups must list teams, age groups of participants and number of participants in each age group.
- All information on file that requires updating, such as changes to your constitution or bylaws, new resolutions, or an up-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, Ministry of Housing and Social Development, Victoria.

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