



# Application for a Class C Gaming Event Licence

for an Approved Fair or Exhibition,  
for a Ticket Raffle, Independent  
Bingo, or Wheel of Fortune

## Gaming Policy and Enforcement Branch – Licensing and Grants Division

**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](http://www.gaming.gov.bc.ca)

L&G File#: (for your organization)

Applications can be completed and submitted using the online service at: [www.gaming.gov.bc.ca](http://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 5.
- 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](http://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.)

### SECTION 2 TYPE OF GAMING EVENT LICENCE (each gaming event requires a separate application)

Choose one of the following types of gaming event licences:

- Ticket Raffle       Independent Bingo       Wheel of Fortune

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

### SECTION 2.1 TYPES OF TICKET RAFFLES

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

*This section continues on the next page >>*

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

**SECTION 2.1 TYPES OF TICKET RAFFLES (continued from previous page)**

Start date of ticket sales (DD-Mon-YYYY): \_\_\_\_\_ End date of ticket sales (DD-Mon-YYYY): \_\_\_\_\_

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>			<b>TOTAL POTENTIAL REVENUE</b>
			<b>\$</b>

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>			<b>TOTAL PRIZE VALUE</b>
			<b>\$</b>

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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 bingos:** 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 52

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

**SECTION 2.3 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:** \_\_\_\_\_

**Location of event:** Name of building or facility: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Number of games:** \_\_\_\_\_ **Total projected sales: \$** \_\_\_\_\_

**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 **Request for Capital Project Approval** form must be completed and attached to this application form.

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*Attach additional sheets if necessary.*

**NOTE:** Please refer to the **Enclosure Checklist** on page 5 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):

*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

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:
  - For a ticket raffle: \$150
  - For an independent bingo: \$150
  - For wheels of fortune operated on the midway:
    - \$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 thereon (not handwritten).
- 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**.

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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.

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