



Fair or Exhibition Approval Request Form

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

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

- Allow **two (2) weeks** for this approval request form to be processed.
- An additional **10 weeks** is required to process any subsequent application for a gaming event licence.

SECTION 1 GROUP INFORMATION PLEASE PRINT CLEARLY

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

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

_____ City _____ Postal Code _____

Group physical address (Optional): Unit and/or Street _____

_____ City _____ Postal Code _____

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

On what date did your group 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.):

SECTION 2 FAIR OR EXHIBITION INFORMATION

Name of the Fair or Exhibition: _____

During what month(s) of the year is the Fair or Exhibition held? _____

Where is the Fair or Exhibition held? Street Address _____

_____ City _____ Postal Code _____

What is the purpose of the Fair or Exhibition? _____

This section continues on the next page >>

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

SECTION 3 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:

Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () ____ - ____ Home () ____ - ____ Fax () ____ - ____ Cell () ____ - ____ E-mail: _____

Contact Person:

Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () ____ - ____ Home () ____ - ____ Fax () ____ - ____ Cell () ____ - ____ E-mail: _____

Two members of Organization Responsible:

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 4 ENCLOSURE CHECKLIST

The following information must accompany this form.

If the documentation is incomplete, the form may be returned or processing may be delayed.

- Constitution and Bylaws
- Certificate of Incorporation
- List of Board of Directors showing names, home addresses, home and work telephone numbers, e-mail addresses and positions held on the Board.
- 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.

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 organization's eligibility for a Fair or Exhibition Approval. Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.

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