

Bingo Information Package

What is Bingo?

Bingo is a game of chance where players are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

Municipally licensed bingo games include: regular bingo, merchandise bingo, loonie pot bingo, decision bingo, table board bingo and media bingo.

Licence Application Checklist

These items must be enclosed with each **Licence Application** form (**Do not** send separately):

- Licence fee – Set by Municipality. Must not exceed 3% of total prizes to be awarded
- Completed application form
- A game schedule outlining bingo games to be played
- A copy of the house rules
- Municipal approval letter (if applicable)
- The winning arrangement of numbers for each game
- The value of the prize for each game
- The minimum and maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games
- List of participating charities within the Bingo Hall, signed by a representative from each charity (applies to Table Board Bingo)
- The set percentage used to calculate the variable prizes for the individual Table Board Bingo games
- The price of the bingo paper, if applicable
- The total value of all prizes offered for the bingo event
- The name and address of the premises where the bingo event is to be held
- Any special purchase provisions for used bingo paper exchanged for new paper (for example \$0.25 instead of \$0.50)
- The starting and ending time for the time slot for the license Regular Bingo event, and any bingo games played in conjunction with it, including the fixed time slot for any Table Board Bingo games.

First-time applicants may be required to enclose copies of:

- Completed questionnaire
- Incorporation Papers (Letters Patent)
- Constitution and By-laws
- Copy of budget for the current year
- Copy of financial statements for the preceding year
- The current listing of the Board of Directors
- Latest Report to the Public Guardian and Trustee
- Charitable number for income tax purposes

- Copy of the Notification of Registration Letter (Canada Customs and Revenue Agency) with any supporting documentation, including the status and terms of registration
- Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year (audited, where applicable)
- A detailed description of its activities provided in the previous year and specific costs incurred in delivery
- Copy of annual report
- Any other information that will assist in determining the charitable nature of the objects and purposes

For more information please review the following documents and the AGCO website <https://www.agco.ca/> :

- Quick Guide to Lottery Licence Applications
- Application to Manage and Conduct a Bingo Lottery
- Bingo Lottery Report
- Regular and Special Bingo Licence Terms and Conditions
- Media Bingo Licence Terms and Conditions
- Table Board Bingo- Licence Application
- Table Board Bingo Lottery Report
- Table Board Bingo Event Terms and Conditions

For more information please contact the Office of the Clerk at clerks@tillsonburg.ca