

TERMS AND CONDITIONS FOR BINGO LICENCE

1. COMPLIANCE WITH LICENCE AND LAWS

- a. The bingo shall be managed and conducted in accordance with the licence, including the application as approved, these terms and conditions, and any special terms and conditions required by the Department of Consumer and Corporate Affairs. (Please note: the copy of the application attached to the licence may show changes from the original submission.)
- b. Requested amendments to licence shall be submitted in writing by an executive officer of the licensee for approval by the Department of Consumer and Corporate Affairs.
- c. All applicable municipal, provincial and federal laws shall be observed.

2. POSTING OF LICENCE, HOUSE RULES

The organization shall establish "house rules", not inconsistent with terms and conditions of the licence, including procedures for the conduct of the bingo, payment of prizes, and for resolving disputes. Both, licence and the house rules, shall be conspicuously displayed within the bingo premises.

3. CONDUCT, MANAGEMENT AND COMPENSATION

- a. The conduct and management of the bingo shall not be delegated to another organization or to a person who is not a member of the licenced organization.
- b. Cards or tickets shall not be sold or advertised outside the Yukon.
- c. Bingo workers shall:
  - i. Not be compensated in any way for their services;
  - ii. Only play bingo before or after they have performed all their duties related to that event.

4. SALES

- a. Cards shall be exchanged for cash at the time of sale.
- b. Extending credit is prohibited.

5. PRIZES AWARDED

All prizes described in the application as approved shall be awarded.

6. a. Proceeds shall be spent only on the charitable or religious objects specified in the application as approved.
- b. Except for Media Bingos, expenses, excluding rental of premises, for conducting and managing bingo shall not exceed 10 percent of the gross revenue. Fees identified as rent cannot include any additional expenses.
- c. The rate of rental for equipment or premises shall not be calculated as a percentage of revenue or based on attendance. An organization can claim reasonable rent for its own premises.

7. FINANCIAL REPORTS AND RECORDS

- a. The organization shall maintain adequate financial and reconciliation records for the bingo scheme.
- b. For a single bingo event, a "Bingo Financial Report-Single Event", shall be completed and submitted to the Department of Consumer and Corporate Affairs within thirty (30) days following the event.
- c. For continuous Bingo Licences, an "Interim Bingo Financial Report", shall be completed and submitted to the Department of Consumer and Corporate Affairs.
- d. Where the projected revenue generated from a bingo exceeds \$5000.00 per annum, the licensee shall maintain all funds raised by means of the lottery scheme in a separate bank account. Such account shall be appropriately designated and into it shall be deposited all and only monies received from the operation of the bingo. All withdrawals from such designated lottery account shall be exclusively by cheque and only be for the purpose of payment of prizes and the necessary and reasonable expenses incurred in the operation and conduct of the bingo or for the disbursement of the net proceeds derived from the conduct of the lottery for the charitable object or objects as specified in the lottery licence application.
- e. Peace Officers or such other persons as appointed by the Executive Council Member shall be permitted access to all records of the organization including records of any financial institution with which the organization deals and, except in the case of records of a financial institution, to remove the records from the premises where they are located for further examination.

# Application for Bingo Licence



Justice

Box 2703, Whitehorse, Yukon Y1A 2C6  
(403) 667-5811 Telex 036-8-260

Authority to issue lottery scheme licences is contained in section 190 (1) (c) of the Criminal Code of Canada, which provides that charitable or religious organizations may be licenced if proceeds are to be used for charitable or religious objectives or purposes.

Before completing application, read terms and conditions for bingo licence and attached information.

Please submit this application at least one month prior to first proposed bingo.

## Please Print

Name and address of organization     Postal Code _____	Describe briefly activities and background of organization  _____ _____ _____ _____ _____ _____
Is organization incorporated? No <input type="checkbox"/> Yes <input type="checkbox"/> Societies Act <input type="checkbox"/> Other <input type="checkbox"/> Specify _____	If yes, date _____ place _____ Registration Number _____
How long has organization existed?	Number of members

<b>Type of bingo (check ✓ )</b>			Days of the week or month
Single <input type="checkbox"/> Date _____	Series: weekly <input type="checkbox"/> monthly <input type="checkbox"/>	Date(s) from _____ to _____	
Other (specify dates) _____			

### Details of event: (If details of additional events differ, complete second column.)

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Day of Week</td><td></td><td></td></tr> <tr><td>Time - Start</td><td></td><td></td></tr> <tr><td>    - Finish</td><td></td><td></td></tr> <tr><td>Price First Card</td><td></td><td></td></tr> <tr><td>Price - Extra Cards</td><td></td><td></td></tr> <tr><td>No. Regular Games</td><td></td><td></td></tr> <tr><td>Types of Other Games*</td><td></td><td></td></tr> <tr><td>    Name</td><td></td><td></td></tr> <tr><td>    Card Price</td><td></td><td></td></tr> <tr><td>    Name</td><td></td><td></td></tr> <tr><td>    Card Price</td><td></td><td></td></tr> </table>	Day of Week			Time - Start			- Finish			Price First Card			Price - Extra Cards			No. Regular Games			Types of Other Games*			Name			Card Price			Name			Card Price			<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Prizes</td><td></td><td></td></tr> <tr><td>Expenses</td><td></td><td></td></tr> <tr><td>    Supplies</td><td></td><td></td></tr> <tr><td>    Advertising</td><td></td><td></td></tr> <tr><td>    Rent</td><td></td><td></td></tr> <tr><td>Other (specify)</td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>	Prizes			Expenses			Supplies			Advertising			Rent			Other (specify)											
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\*Those games for which an additional charge is made, e.g. Bonanza, Nickel.

Name and address of premises where bingo is to be held
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Seating capacity
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(OVER)

Proposed Use of Proceeds	Net Proceeds	
Particulars of each charitable or religious objective	Amount	%
<b>Licence Fee</b> Bingo projected revenue over \$5000 — \$25.00 Bingo project revenue under \$5000 — \$5.00	\$	100

We, the undersigned two executive officers, certify that the foregoing and all documents supplied are correct and that we have been authorized to make this application on behalf of the organization.

		Signature		
		Name in full		
		Office held		
Postal code		Address	Postal code	
Residence	Business	Phone	Residence	Business
		Date		

Mail licence to: (name and address)

Phone:

- Application must be accompanied by:**
1. House rules governing operation of bingo
  2. Schedule of games and prize payouts for each individual game to be played
  3. Copy of premises rental agreement (if applicable)