



Service Nova Scotia and Municipal Relations
Alcohol and Gaming Division

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Bingo Lottery Application

FORM MUST BE COMPLETED IN ITS ENTIRETY (PLEASE PRINT)

(1) Name and Address of Organization: _____

Postal Code: _____

Organization's Telephone Number: _____ Organization's Fax Number: _____

(2) • First time bingo applicants are required to provide the following information:

- Copy of Certificate of Registration under the Societies Act;
- Copy of the applicant's Constitution and By-Laws, Memorandum of Association, list of Executives and positions held;
- Applicants may be required to submit to an interview with Division staff; and
- Applicants may be required to file additional information as determined by the Division.

(3) Charitable Purpose(s) of Funds Raised: _____

(4) Identify two representatives who will be present and responsible for the bingo event:

1. Name: _____

Address: _____

City, Postal Code: _____

Home Tel: _____ Work Tel: _____ Email: _____

2. Name: _____

Address: _____

City, Postal Code: _____

Home Tel: _____ Work Tel: _____ Email: _____

(5) Please provide the name, address, home and work telephone number of the person responsible to complete and submit the Monthly Bingo Financial Report:

1. Name: _____

Address: _____

City, Postal Code: _____

Home Tel: _____ Work Tel: _____ Email: _____

License Fee: Series License: \$85.53 for a three year term to be submitted with the application.

Single License: \$28.51 for a one time bingo when total prizes exceed \$2,500.00, otherwise no fee.

Also, a monthly licensing fee calculated at the rate of 2.13% of the total value of prizes awarded.

The 2.13% licensing fee is to be submitted with the Monthly Bingo Financial Report as required by Regulation 7(1) of the Bingo Regulations.

(6) Expected Attendance at Event: _____

(7) Estimated Gross Receipts From the Sale of Cards: _____

(8) Value of Total Prizes (total amount of money to be awarded in prizes - if merchandise prizes awarded, licensee is responsible to assess a fair value and calculate total): _____

(9) Wages, Salary, Or Any Other Monetary Consideration to Be Paid:

			TOTAL
Number of Office Staff	_____	Wages Per Event	_____
Number of Checkers	_____	Wages Per Event	_____
Number of Callers	_____	Wages Per Event	_____
Number of Sellers	_____	Wages Per Event	_____
Others	_____	Wages Per Event	_____

(10) Details of Bank Account (provide the name of the financial institution, account number, and street address where bingo account is maintained):

(11) Applicants should be aware that all Bingo Operating Equipment as defined in Regulation 3(2) must be provided or supplied through a supplier licensed under the Bingo Suppliers Regulations. Applicants must therefore provide the following information concerning the intended Bingo Supplier:

Name: _____

Address: _____

Postal Code: _____

Telephone: _____

(12) Date of Bingo Event(s): START _____ FINISH _____ DAILY WEEKLY MONTHLY

(13) DAYS AND TIMES OF OPERATION:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

(14) Premises in which Bingo Event(s) will be held: _____

Complete Civic Address: _____

(15) Owner of Premises in which Bingo Event(s) will be held:

Name: _____

Address: _____

City, Postal Code: _____

Home Telephone: _____ Work Telephone: _____

(16) Place of Amusement License Number Issued to the Bingo Hall: _____ Date Issued: _____

(17) If renting a Bingo Hall, please provide rental amount per event. Please attach a copy of the rental agreement to the application, if applicable.

INFORMATION FOR APPLICANTS

Applicants are responsible to comply with the Bingo Regulations, a copy of which is available for your convenience at the time of filing the application. The entire set of Regulations apply to every Bingo License and application. The applicant's attention is drawn particularly to the following:

1. Regulation 3(2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:
"The Division may prescribe such terms and conditions in a license as it deems necessary for the proper administration of these regulations and may refuse to issue, amend or renew a license where any requirement in these regulations concerning an application is incomplete, inaccurate or not fulfilled or where the Division determines that to issue or renew such license would not be in the public interest."
2. Any violation of the Act, Regulations, Division Policies or terms and conditions of the license may result in the cancellation of the event and the suspension of further licensing privileges.
3. The Bingo Regulations provide that advertising with respect to the event shall be in a form approved by the Division and shall clearly state:
 - (a) the name of the licensee;
 - (b) the date, time and place of the bingo;
 - (c) the current lottery license number and the year issued;
 - (d) the total cash value of prizes to be awarded at the bingo.
4. All net receipts must be allocated and utilized by the charitable and religious organization for which the license is granted. If required by the Division, certification and confirmation of the dispersing of funds to the charitable/religious organization must be forwarded to the office of the Division before any further applications for licenses on behalf of the same organization can be considered.
5. Regulation 7(1) and (2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:
 - 7(1) A licensee shall forward to the Division a financial report and required fees.
 - (a) respecting a license issued for a period not greater than 1 day, within 30 calendar days after the date on which the license expires;
 - (b) respecting a license issued for a period greater than 1 day, within 30 calendar days after the last working day of each calendar month during such period, commencing with the month in which the license is issued; and
 - (c) The financial reports required under clauses (a) and (b) shall contain the following:
 - (i) the date of the bingo;
 - (ii) the attendance at each bingo;
 - (iii) the total gross receipts of each bingo;
 - (iv) the cash expenses of the bingo;
 - (v) the total value of all prizes awarded;
 - (vi) the total number of cards and papers sold and the selling price of each card or paper;
 - (vii) the amount of fees calculated as prescribed in Section 8, together with payment to the Division of any outstanding fees;
 - (viii) the total amount deposited to the account of the licensee; and
 - (xi) a statement of disbursements to each charitable or religious organization, including the names and addresses of payees.
 - 7(2) All licensees shall keep for 3 years, bingo reports which are to be completed immediately following each bingo and retained to assist in compiling financial reports referred to in subsection (1).
6. Regulation 6(1) and (2) of the Bingo Regulations, made pursuant to the Gaming Control Act states as follows:
 - 6(1) All net receipts realized from the conduct and management of a bingo shall be utilized for the charitable, religious or community objects or purposes set out by the licensee in the application for a license and in any instance when the proceeds are less than 15% of gross receipts, the Division may suspend or cancel the bingo license.
 - 6(2) Wages, salaries and other monetary considerations may be paid, either directly or indirectly, for selling bingo cards or papers or for conducting, managing or assisting in the conduct or management of bingo, provided that such wages, salaries or other monetary considerations do not exceed the amounts set out in the application for the license.

**This Application Must Be Submitted to the Nova Scotia Alcohol and Gaming Division
Within Fifteen (15) Days of the Scheduled Event(s) for Processing.**

