



APPLICATION FOR LOTTERY LICENCE

(ATTACH LIST IF SPACE IS INSUFFICIENT)



RECYCLED PAPER

PLEASE PRINT

This application must be received by the ISSUING OFFICE a **MINIMUM OF ONE MONTH** prior to the proposed start date of the lottery scheme.

FILE NO.	FOR
LICENCE No.	OFFICE USE ONLY
APPROVAL	<input type="checkbox"/> YES <input type="checkbox"/> DENIED <input type="checkbox"/> PENDING
DATE	DD MM YY
AUTHORIZED SIGNATURE	

NAME OF ORGANIZATION

ADDRESS

IS ORGANIZATION REGISTERED?

NO IF YES, BY WHOM: SOCIETIES ACT REVENUE CANADA IF OTHER, SPECIFY:

DATE OF REGISTRATION DD MM YY PLACE

REGISTRATION No.

No. OF MEMBERS

HOW LONG HAS ORGANIZATION EXISTED

DESCRIBE ACTIVITIES AND BACKGROUND OF ORGANIZATION (INCLUDE CONSTITUTION AND BY-LAWS, IF ANY)

PURPOSE OF LOTTERY

HOW ARE PRIZES GUARANTEED (IN CASE OF LOSS)

Has your organization previously held a Lottery Licence? YES NO

TYPE OF LOTTERY LICENCE APPLIED FOR

BINGO CASINO RAFFLE NEVADA/PULL-TICKET

RUN IN CONJUNCTION WITH OTHER LOTTERIES

NO IF YES, SPECIFY:

FREQUENCY

SINGLE EVENT; IF SERIES OF EVENTS, INDICATE: DAILY WEEKLY MONTHLY

IF OTHER, SPECIFY:

DATE OF SINGLE EVENT DD MM YY DATES OF SERIES FROM DD MM YY TO DD MM YY DAY(S) OF WEEK

TIMES HELD/DRAWN SINGLE EVENT OR SERIES FROM TO 2nd DAY/EVENING (CASINO ONLY) FROM TO 3rd DAY/EVENING (CASINO ONLY) FROM TO

ADDRESS OF PREMISES/BOOTH

PREMISES/BOOTH OWNED RENTED

AGE RESTRICTION REQUESTED (IF ANY)

TICKET INFORMATION

(NEVADA/PULL-TICKET & RAFFLE LOTTERIES ONLY)

DATE TICKET SALE START	DD MM YY	HOURS OF SALE FROM	TO	No. OF TICKETS/BOXES TO BE PRINTED OR SOLD	ESTIMATED SALES (AMOUNT) \$
COST PER TICKET \$	MIN. \$	(PULL-TICKETS ONLY) MAX. \$	CASH PRIZE \$	MIN. \$	(PULL-TICKETS ONLY) MAX. \$

CASINO LOTTERY ONLY

GAME INFORMATION

TYPE	No. OF	MINIMUM	BETS	MAXIMUM	MINIMUM	PAYOUT	MAXIMUM
BLACKJACK							
ROULETTE							
WHEELS OF FORTUNE							

BINGO LOTTERY ONLY

COST OF ADMISSION/MASTERCARD \$	COST OF EXTRA CARDS \$	COST OF BONANZA CARDS \$	DOOR PRIZES <input type="checkbox"/> NONE IF YES, VALUE: \$
---------------------------------	------------------------	--------------------------	---

TYPE	No. OF	PRIZE DESCRIPTION	VALUE	COST TO ORGANIZATION	DONATED (YES) (NO)

JACKPOT INFORMATION

AMOUNT	OPENING	INCREASED BY	MAXIMUM	CONSOLATION PRIZE
No. OF CALLS				

RAFFLE LOTTERY ONLY

TICKETS SOLD BY <input type="checkbox"/> MEMBERS IF OTHER, SPECIFY:	COST PER TICKET \$	DISCOUNT TICKETS		
PRIZE No.	PRIZE DESCRIPTION	VALUE	COST TO ORGANIZATION	DONATED (YES) (NO)
1st				
2nd				
3rd				
4th				
5th				

FINANCIAL ESTIMATE

Estimated GROSS Revenue 1. \$

Expenses

- prizes
- freight
- equipment rental
- advertising
- cost of printing/pull-tickets
- hall/booth rental
- bingo caller
- other

Total Expenses \$

Estimated NET Revenue (subtract #2 from #1)

Multiply #3 by total number of events during licence period

2.		
3.		
4.	\$	

CERTIFICATION

DATE DD MM YY

We, as named principal officers of _____, of _____, N.W.T., do jointly and severally hereby certify that:

1. we have knowledge of the matters herein set out;
2. we have read over this application;
3. all facts stated and information supplied herein are true and correct;
4. we understand that if a licence is granted, the lottery scheme as specified on this application cannot be changed or altered without authorization by the licensing authority;
5. we have read, and have in our possession, and agree to comply with the lottery regulations, and the terms and conditions under which the licence is issued;
6. we understand that the licence for which we are applying shall be valid during its effective period only as long as the conditions to which such licence is subject have been complied with, and that any breach of same may cause the licence to become null and void.
7. we understand that this application will not be accepted unless certified by **two** principal officers representing the organization.

NAME OF PRINCIPAL OFFICERS		
SIGNATURES		
TITLES IN ORGANIZATION		
TELEPHONE NUMBERS	WORK RES. () ()	WORK RES. () ()

SPECIAL REQUIREMENTS

Raffle Lotteries

- A draft sample ticket to be printed must accompany this application, and must contain the following information:
 1. the name of the charitable organization;
 2. the location, date and time of the draw or draws;
 3. the price to purchase a chance (ticket);
 4. the prizes to be awarded;
 5. the maximum number of tickets printed;
 6. the ticket number, if any; and
 7. the lottery licence number.

Nevada/Pull ticket lotteries

- No person under the age of 16 years of age may purchase or sell Nevada/Pull tickets.

Casino Lotteries

- Monday through Friday, Casino must finish by 2:00 a.m., Saturday night till midnight; Sunday casino may not start until after 1:30 p.m..

All Lotteries

- Refer to the Lottery Regulations for information regarding advertising of your lottery scheme.

GENERAL INFORMATION

Under the N.W.T. Lotteries Act, organizations which are deemed to be charitable or religious and which have charitable or religious objectives or purposes, are eligible to hold licensed lottery schemes known as Bingo, Nevada/Pull-ticket, Casino and raffle lotteries. The lottery must be managed and conducted in the manner described in this application, as approved. All prizes must be awarded in accordance with the prizes proposed in the application form. The proceeds must be used for the charitable or religious objectives specified in the application, as approved. Where the total prizes awarded under a series licence exceed \$100,000., an audited statement must be submitted. Where the prize(s) in a single lottery are to exceed \$30,000., specific approval is required. The maximum duration of a licence is six months.

SEND APPLICATIONS TO: ISSUING OFFICE

SCHEDULE "B"

TOWN OF FORT SMITH

LOTTERY FEES

1. Bingo Lottery Licences

.1 The following licence fees are payable for a single event or each lottery or a series of bingo lotteries:

.1 For games of:

- .1 "half-the-house" bingo, where not greater than six games are to be run during the lottery.....\$20.00
- .2 "half-the-house" bingo, where greater than six games are to be run during the lottery\$10./game
- .3 "share-the-wealth" or "bonanza" bingo other than "half-the-house" bingo\$10./game.

.2 for all other games, where the total value of the prizes offered is:

- .1 \$1,250 of less.....\$50.00
- .2 greater than \$1,250.4% of the total value of the prizes.

2. Nevada Ticket Lottery Licences

.1 The licence fee payable for each nevada ticket lottery, whether a single event lottery or one of a series of lotteries, that is held during a bingo or casino lottery is:\$100.00

.2 The fee payable for a booth pursuant to SECTION 4.2.2 licence for a series of nevada ticket lotteries where the booth or Club licence is for a period of 6 months or less: \$400/month or portion thereof.

3. Casino Lottery Licences

.1 The licence fee payable for each table or wheel game run during a casino is:\$25./day

4. Raffle Lottery Licences

.1 The licence fee payable for a raffle, whether a single or multiple draw raffle, where the total value of the prizes is:

.1 \$1,250 or less is:\$25.00

.2 greater than \$1,250 is: ..2% of the total value of prizes

5. Licence Amendment or Cancellation fee

.1 The fee for amending or cancelling a licence is\$25.00

6. Late Application

.1 The fee payable for processing an application submitted less than thirty (30) days prior to the event is: \$50.00

END OF FEE SCHEDULE



LOTTERY STATEMENT OF ACCOUNT

PLEASE PRINT

FILE No.
LICENCE No.

GENERAL INFORMATION - READ CAREFULLY BEFORE COMPLETING.

It is a term of every lottery licence that

- a) the proceeds from all lotteries shall be kept separate from all other funds, with separate records being maintained, and all financial aspects of the lottery shall be conducted in accordance with the Lotteries Regulations;
 - b) a complete statement of account, showing the total receipts, expenses and profits and indicating when and how such profits will be spent for the charitable or religious objects or purposes set out in the application, shall be filed with the issuing office at the address shown below within thirty (30) days of the holding of any lottery, or monthly in the case of a series licence.
- Receipts, or copies thereof, verifying the disposition of proceeds paid to religious or charitable objectives may be requested.
 - Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining to a lottery shall be retained by the licensee for a period of not less than twelve months from the date of the lottery.
 - Where he considers it necessary, the Minister may require an audit by an independent auditor in respect of any licence, and the cost of such an audit shall be paid for by the licensee.
 - A licensee or former licensee shall make available, upon the request of a peace officer or a person designated by the Minister, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person access to the books or documents.
 - **FURTHER INFORMATION RELATING TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERIES REGULATIONS.**

NAME OF ORGANIZATION
ADDRESS
TYPE OF LOTTERY <input type="checkbox"/> BINGO <input type="checkbox"/> NEVADA/PULL-TICKET <input type="checkbox"/> RAFFLE <input type="checkbox"/> CASINO
FREQUENCY <input type="checkbox"/> SINGLE EVENT IF SERIES OF EVENTS, INDICATE: <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY IF OTHER SPECIFY
REPORTING PERIOD DD MM YY SINGLE EVENT HELD ON: DATE OR SERIES FOR THE MONTH OF:

FINANCIAL STATEMENT

Expenses		GROSS Revenue	1.	\$
- prizes				
- freight				
- equipment rental				
- advertising				
- cost of printing (pull-tickets, bingo cards or raffle tickets)				
- hall/booth rental				
- bingo caller				
- other, specify:				
Total Expenses	\$		2.	\$
			3.	\$
		NET Revenue (Subtract # 2 from # 1)		

USE OF PROCEEDS

<input type="checkbox"/> DONATED, AMOUNT: \$	TO	(RELIGIOUS OR CHARITABLE ORGANIZATION)
<input type="checkbox"/> RETAINED IN LOTTERY ACCOUNT FOR:		(RELIGIOUS OR CHARITABLE OBJECT(S) OR PURPOSE(S))
<input type="checkbox"/> OTHER, SPECIFY		

CERTIFICATION

We certify that the foregoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organization.		DATE	DD	MM	YY
NAME OF PRINCIPAL OFFICERS					
SIGNATURE					
TITLE IN ORGANIZATION					
TELEPHONE	WORK ()	RES. ()	WORK ()	RES. ()	

COMPLETE & RETURN TO



ISSUING OFFICE