



APPLICATION FOR LOTTERY LICENCE

(ATTACH LIST IF SPACE IS INSUFFICIENT)

PLEASE PRINT



RECYCLED PAPER

This application must be received by Town of Fort Smith at least a MINIMUM OF ONE MONTH prior to the proposed start date of the lottery scheme.						FILE No.		FOR									
						LICENCE No.		OFFICE USE ONLY									
NAME OF ORGANIZATION						APPROVAL		<input type="checkbox"/> YES <input type="checkbox"/> DENIED <input type="checkbox"/> PENDING									
ADDRESS						DATE		DD	MM	YY							
						AUTHORIZING SIGNATURE											
IS ORGANIZATION INCORPORATED																	
<input type="checkbox"/> NO <input type="checkbox"/> IF YES, BY WHOM: <input type="checkbox"/> SOCIETIES ACT <input type="checkbox"/> REVENUE CANADA <input type="checkbox"/> IF OTHER, SPECIFY:																	
DATE INCORPORATED						REGISTRATION No.		No. OF MEMBERS									
DD						MM		YY									
PLACE																	
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? <input type="checkbox"/> NO <input type="checkbox"/> IF YES, state Licence No.:																	
TYPE OF LOTTERY LICENCE APPLIED FOR						RUN IN CONJUNCTION WITH OTHER LOTTERIES											
<input type="checkbox"/> BINGO <input type="checkbox"/> CASINO <input type="checkbox"/> RAFFLE <input type="checkbox"/> NEVADA/PULL-TICKET						<input type="checkbox"/> NO <input type="checkbox"/> IF YES, specify:											
FREQUENCY																	
<input type="checkbox"/> SINGLE EVENT <input type="checkbox"/> IF SERIES OF EVENTS, INDICATE: <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> IF OTHER, SPECIFY:																	
DATE OF SINGLE EVENT		DD	MM	YY	DATE OF SERIES, FROM		DD	MM	YY	TO	DD	MM	YY	DAY(S) OF THE WEEK			
TIMES HELD/DRAWN SINGLE EVENT OR SERIES		FROM		TO		2 ND DAY/EVENING (CASINO ONLY)		FROM		TO		3 RD DAY/EVENING (CASINO ONLY)		FROM		TO	
ADDRESS OF PREMISES/BOOTH						PREMISES/BOOTH											
						<input type="checkbox"/> OWNED <input type="checkbox"/> RENTED											
						AGE RESTRICTION REQUESTED (IF ANY)											
TICKET INFORMATION (NEVADA/PULL-TICKET & RAFFLE LOTTERIES ONLY)																	
DATE TICKET SALES START		DD	MM	YY	HOURS OF SALE FROM		TO		No. OF TICKETS/BOXES TO BE PRINTED OR SOLD		ESTIMATED SALES (AMOUNT)						
\$											\$						
COST PER TICKET		(PULL-TICKETS ONLY)				CASH PRIZE		(PULL-TICKETS ONLY)									
\$		MIN. \$		MAX. \$		\$		MIN. \$		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/MASTER CARD		COST OF EXTRA CARDS		COST OF BONANZA CARDS		DOOR PRIZES											
\$		\$		\$		<input type="checkbox"/> NONE <input type="checkbox"/> IF YES, VALUE: \$											
GAME AND PRIZE INFORMATION																	
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						COST PER TICKET		DISCOUNT TICKETS									
<input type="checkbox"/> MEMBERS <input type="checkbox"/> IF OTHER, SPECIFY:						\$											
PRIZE INFORMATION																	
PRIZE No.		PRIZE DESCRIPTION		VALUE		COST TO ORGANIZATION		DONATED (YES) (NO)									
1 ST																	
2 ND																	
3 RD																	
4 TH																	
5 TH																	

FINANCIAL ESTIMATE

Estimated GROSS Revenue 1. \$

EXPENSES

Prizes	
Freight	
Equipment rental	
Cost of printing/pull-tickets	
Hall/booth rental	
Bingo caller	
Other	
Total Expenses	\$

Estimated NET Revenue (subtract #2 from #1) 2.

Multiply #3 by total number of events during licence period 3. \$

CERTIFICATION

DATE DD MM YY

We, as named principal officer(s) 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 was 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(S) OF PRINCIPAL OFFICER(S)				
SIGNATURE(S)				
TITLE(S) IN ORGANIZATION				
TELEPHONE NUMBER(S)	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; | 5. the maximum number of tickets printed; |
| 2. the location; | 6. the ticket number, if any; and |
| 3. the price to purchase a chance (ticket); | 7. the lottery licence number. |
| 4. the prizes to be awarded; | |

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-tickets, 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 this 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: **TOWN OF FORT SMITH
P.O. BOX 147
FORT SMITH, NT
X0E 0P0**



License No.

LOTTERY STATEMENT OF ACCOUNT

Please Print

GENERAL INFORMATION - READ CAREFULLY BEFORE COMPLETING

It is a term of every lottery license 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 (30) days of the holding of any lottery, or monthly in the case of a series license.
 - 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 license, 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		
		GROSS Revenue #1
		#1
Expenses		
- Prizes		
- Freight		
- equipment rental		
- advertising		
- cost of printing (pull-tickets, bingo cards or raffle tickets)		
- hall/booth rental		
- bingo caller		
- other, specify: lottery license, etc.		
Total Expenses		
	\$	
NET Revenue (Subtract #2 from #1)		
		#2
		#3

USE OF PROCEEDS	
<input type="checkbox"/> DONATED, AMOUNT: \$	(RELIGIOUS OR CHARITABLE ORGANIZATION)
	TO
<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.			DD MM YY DATE
NAME OF PRINCIPAL OFFICERS			
SIGNATURE			
TITLE IN ORGANIZATION			
TELEPHONE	WORK	RES.	WORK RES.
	()	()	() ()

COMPLETE AND RETURN TO ISSUING OFFICE