

Lottery Licence Application Checklist

What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. If your organization is running a lottery, you likely require a licence.

The licence process is governed by the Alcohol and Gaming Commission of Ontario.

Licence Application Checklist

Licence Fee:

- ☐ Set by the municipality. Must not exceed 3 % of total prizes to be awarded (cheque payable to the Middlesex Centre)

A fully completed application must include:

- ☐ The price of the tickets and a sample ticket
- ☐ Total number of tickets to be printed
- ☐ A copy of the Rules of Play for the draw and the collection of prizes
- ☐ If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
- ☐ Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- ☐ A full explanation of how credit card sales and dishonoured cheques will be handled
- ☐ The cut-off date for the sale of tickets by cheques and credit cards
- ☐ A complete list of prizes, with their full retail value (plus taxes)
- ☐ A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

The municipality may also request:

- ☐ A business plan and budget for the raffle lottery
- ☐ A detailed ticket sales plan, including where, when and how sales will take place
- ☐ Any other documentation deemed necessary by the municipality
- ☐ A description of all the services to be obtained from each supplier
- ☐ Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- ☐ Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued

First-time applicants must enclose copies of:

- ☐ Governing Documents: Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
- ☐ Detailed Outline of programs/services: What they are (services provided), how delivered to clients, specific costs, supporting materials, any publications etc.
- ☐ Organization's current operating budget
- ☐ Organization's verified financial statements for last fiscal year
- ☐ List of Board of Directors
- ☐ Latest report to the Public Guardian and Trustee, if applicable
- ☐ Revenue Canada notification of registration letter (If your organization is registered)
- ☐ Membership list (if applicable)

Questions

Contact the Office of the Municipal Clerk by phone at 519-666-0190, or by email at clerk@middlesexcentre.ca.

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Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance religion
 - advance education
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to the municipal office of the Municipality of Middlesex Centre for charitable gaming event licences.
- Keep a copy of all licence application documents for your records.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialled on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Middlesex Centre requires at least 2 weeks written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired **Licences** may

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NOT be amended or cancelled.

- Activities are regulated by **Criminal Code of Canada, Section 206 & 207**, Ontario **Order in Gaming Control Act, 1992** and **Regulations**.
- You can obtain copies of the **Gaming Control Act** and **Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the Instructions (below) are not followed or if Checklist items (on Application) are missing. This may result in the cancellation of your charitable gaming event.
- **Municipality of Middlesex Centre** requires a minimum of **5** days processing time and **7** days for first time licensees.
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number.

It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Renewal Applications

Organizations must submit their renewal applications to the Municipality of Middlesex Centre **30 calendar days** prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration by Municipal Staff.

If you require clarification on any of the above please feel free to contact the Clerk's Office



Raffle Lottery

Raffle Ticket

A mock up ticket is required with every Raffle Licence Application. The example below can be used as a guideline when making your own. The style of the ticket is up to the organization but the Provincial Terms and conditions require the information outlined below be incorporated into your ticket.

Please refer to the Terms and Conditions for Raffle Licence prepared by the Alcohol and Gaming Commission of Ontario www.agco.on.ca – Form 6004A.

<p>Full Name of Organization (subheading)</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone # _____</p> <p>Ticket # _____</p> <p>Licence #M _____</p>	<p>Full Name of Organization (you can put subheading here)</p> <p>List all prizes: Quantity, Full Description & Retail Value</p> <p>1st Prize - *****</p> <p>2nd Prize - *****</p> <p>3rd Prize - *****</p> <p>Date, Time and Place of the Draw</p> <p>Ticket # _____ Licence #M _____</p> <p>No. of Tickets Printed _____ Ticket Price _____</p>
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Please ensure your ticket contains all the information above.

For perennial raffles, a copy of the previous the years ticket with details changed for current year is acceptable.

Only 50/50 Draws can use double roll tickets. Please provide the ticket numbers:

Raffle Lottery

Prize Information

[illegible]

For a 50/50 Draw – Maximum Value of the Prize: \$ _____

Further Information/Comments regarding prizes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

