

### **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 lotter				
	A detailed ticket sales plan, including where, when and how sales will take place				
	Any other documentation deemed necessary be 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				

- publications etc. □ Organization's current operating budget
- □ Organization's verified financial statements for last fiscal year

they are (services provided), how delivered to

clients, specific costs, supporting materials, any

- □ 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.



### **Quick Guide** to Lottery Licence Applications

#### **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



### **Quick Guide** to Lottery Licence Applications

**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 <a href="https://www.agco.on.ca">www.agco.on.ca</a>

#### **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



6004 (2019/04)

Alcohol and Gaming Commission of Ontario

Gaming Registration and Inscription pour les jeux

Commission des alcools et des jeux de l'Ontario

416-326-8700 1-800-522-2876 toll free in Ontario / sans frais en Ontario We, the undersigned, as two principal officers of record (organization)

Group Identification Number (GIN) Numéro d'identification d'organisme (NIO)

**Application to Manage and Conduct a Raffle Lottery** Demande de permis pour administrer et conduire une tombola (tirage)

Les soussignés, qui sont deux principaux dirigeants de

Lotteries 90 Sheppard Ave. E., Suite 200 Toronto ON M2N 0A4 et loteries 90, ave. Sheppard Est, Bureau 200 Toronto (Ontario) M2N 0A4

	(organisme)
Address	Adresse
apply for a licence to manage and conduct a Raffle Lottery from the premises municipally known as	font une demande de permis pour administrer et conduire une tombola(tirage) dans les locaux connus dans la municipalité sous le nom de
and situated in the Municipality of	et situés dans la municipalité de
between the dates specified, and for the charitable or religious objects and purposes, and in the manner described herein.  1. The Charitable or religious objects or purposes to which proceeds are to be donated are described as	entre les dates indiquées, à l'intention des oeuvres religieuses ou de bienfaisance spécifiées et de la manière décrite dans les présentes.  1. Les profits seront répartis aux oeuvres religieuses ou de bienfaisance suivantes.
2. The total value of all prizes to be awarded in the Raffle Lottery for which this application is made will be \$cash value, or merchandise or articles at equivalent market retail value. Merchandise prizes are described as	2. La valeur totale de tous les prix qui seront attribués dans le cadre de la tombola (tirage) pour laquelle cette demande est faite sera de
Closing date for the sale of the tickets will be	3. La date finale pour la vente de billets sera le et le tirage du ou des gagnant(s) sera fait au (adresse)
on (date)at (time)	le (date)à (heure)
4. A winner or winners will be determined by (describe)	4. Le ou les gagnants seront déterminés (préciser)
and the winner or winners will be published (describe)	et le ou les gagnant(s) seront connus par (préciser)
5. The total number of tickets to be printed will be	5. Le nombre total des billets qui seront imprimés sera de et tous les billets porteront des numéros consécutifs allant de
	Attestation
, , , ,	of the county of/ du comté de
jointly and severally, hereby certify that/attestons collectivement et indi	viduellement que:
<ol> <li>We have read, and have in our posession, and agree to comply with, the provisions of Schedule A-Terms and Conditions under which the Lottery Licence is issued.</li> <li>We have read over this application.</li> <li>All facts stated and information furnished herein are true and correct.</li> <li>We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.</li> <li>If a licence is granted, we undertake to comply with all the terms and conditions of such licence.</li> </ol>	<ol> <li>Nous avons lu les dispositions de l'annexe A- modalités inhérente à la délivrance d'un permis de tombola (tirage), que nous les avon en notre possession et que nous acceptons de nous y conformer,</li> <li>Nous avons lu la présente formule,</li> <li>Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts,</li> <li>Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous,</li> <li>Si un permis est délivré, nous engageons à en observer les modalités.</li> </ol>
Signed/Signature	
Print Name/Nom en lettres moulées	
Title/Titre	
Bus. Telephone No. N°. de tél. d'aff.	
Date/Date	
Witness (sign) Témoin(signature)	



## 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 us 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 <a href="https://www.agco.on.ca">www.agco.on.ca</a> – Form 6004A.

Full Name of Organization (subheading)	Full Name of Organization (you can put subheading here)			
,	List all prizes:			
Name:	Quantity, Full Description & Re	tail Value		
<del></del>	1 <sup>st</sup> Prize - ****************************			
Address:	2 <sup>nd</sup> Prize - ***********************************			
	3 <sup>rd</sup> Prize - ***********************************			
	Date, Time and Place of the Draw			
Phone #				
	Ticket #	Licence #M		
Ticket #	No. of Tickets Printed	Ticket Price		
Licence #M				

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:

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# Raffle Lottery

# Prize Information



Draw Number (Sequence)	Prize – Description	Value of Prize
	<u> </u>	
For a 50/50 Draw – Maximum Valu	ue of the Prize: \$	
Further Information/Comments re	garding prizes:	

# Raffle Lottery





Name of Organization:	_
Rules for the Draw:	
Rules for the Collection of Prizes:	
	-