

Bingo Application Checklist

Name of Organization: _____

Address: _____

Member Contact: _____

Email Address: _____

These items must be enclosed with your **Application to Manage and Conduct a Bingo Lottery** form. (Do not send separately):

Licence Fee

- 3 % of total prizes to be awarded
- The cheque payable to the **Town of St. Marys**
- The cheque must be drawn from your designated lottery trust account

Completed “Application to Manage and Conduct a Bingo Lottery” with

- Use of proceeds must be specific (attach a separate sheet if necessary)
- Duration of the licensing period
- Lottery trust account information, including account number
- Signed by two principal officers

A Game Schedule Outlining (check if applicable):

- Bingo games to be played
- Winning arrangement of numbers for each game
- Value of the prize for each game
- Minimum and maximum payouts for variable prize games
- Set percentage used to calculate the variable prizes for the individual Table Board Bingo games
- Price of the bingo paper, if applicable
- Total value of all prizes offered
- Name and address of the premises where the bingo event is to be held
- Any special purchase provisions for used bingo paper exchanged for new paper (eg., \$0.25 instead of \$0.50)
- The starting and ending time for the time slot for the licensed Regular Bingo event and any bingo games played in conjunction with it

**Please Return Completed Applications to St. Marys Town Hall
175 Queen St. E. P.O. Box 998, St. Marys, ON. N4X 1B6**