

# **BAZAAR**

## **LOTTERY LICENCING PACKAGE**

**A Bazaar is a sale of goods held to raise money for a charity. Any combination of the following lotteries may be conducted in conjunction with a bazaar:**

- a raffle (including penny auction raffle) not exceeding \$500.00 in prizes;
- a bingo not exceeding \$500.00 in prizes; and
- a maximum three wheels of fortune with a maximum \$2.00 bet.

### **Step 1: Eligibility**

Are You Eligible for a Charitable Gaming Licence?

Lottery Licence Eligibility Questionnaire

### **Step 2: Application**

Licence Application Instructions

Application Changes

Licence Application Checklist

Terms and Conditions

Licence Application

### **Step 3: Report**

Report Requirements

Lottery Report

**County of Brant**  
519-449-2451  
Fax: 519-449-2454  
1-888-250-2297  
[www.brant.ca](http://www.brant.ca)



**County Administrative Building**  
26 Park Ave  
P.O. Box 160  
Burford ON, N0E 1A0

## Step 1: Eligibility

## Step 2: Application

## Step 3: Report

### Are You Eligible for a Charitable Gaming Licence?

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 education
  - advance religion
  - 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 sports teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups

Before applying for a lottery licence for the first time, fill out the Lottery Licence Eligibility Questionnaire and submit it to the County of Brant to determine your organization's eligibility.

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**LOTTERY LICENCE  
ELIGIBILITY QUESTIONNAIRE**

**Completion Instructions**

*This questionnaire must be completed and forwarded to the licensing officer with the documents listed on the attached page. If you fill out this document electronically, please print out the questionnaire, sign it, and either send a scanned copy of the completed form through email, or deliver a hard copy of the signed form to the Burford office. If you require any further information please contact the licensing officer, 449-2451 ext 2219 or 1-888-250-2295.*

**ORGANIZATION**

<b>Legal Name:</b>	<b>Municipal Address:</b>	<b>City/Town, Postal Code:</b>
<b>Phone #:</b>	<b>Fax:</b>	<b>Web Site Address:</b>

**CONTACT**

<b>Name:</b>	<b>Business Phone #:</b>	<b>Fax:</b>
	<b>Home Phone #:</b>	<b>Email:</b>

1. Describe the activity of the organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Indicate the specific purpose(s) or program(s) and associated costs to which lottery proceeds will assist the organization in providing a direct delivery of charitable service.

Please use separate sheet if required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please describe how the proceeds from the lottery will benefit the residents of the County of Brant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How long has the organization been in existence?

5. Is the Applicant registered with Canada Customs and Revenue Agency as a charitable organization?

yes     no    Registration #: \_\_\_\_\_



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**The following documents are required to be submitted with the Lottery Licence Eligibility Questionnaire**

1. A copy of the following:
  - a. Letters patent (incorporation papers) + any supplementary letters patent
  - b. Revenue Canada registration approval letter
2. A copy of your current Constitution and/or By-laws, letters patent, charter, trust deed, memorandum of association, bearing the date adopted and signatures of three directing officers.
3. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office (please include Executive Director or CEO if applicable).
4. Full financial statements (audited if applicable) for the previous year including all sources of income and all expenses.
5. Current year's budget.
6. Proposed use of lottery proceeds (lottery revenues must be spent in a manner which provides a direct benefit to the community).
7. Latest report to the Public Guardian and Trustee, if applicable.
8. Membership list, if applicable.
9. Organization's annual report, if applicable.

## Step 1: Eligibility

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### Application for Lottery Licence

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

This application is used to apply to the municipal office of the County of Brant for charitable gaming event licences.

Keep a copy of all licence application documents for your records.

Activities are regulated by Criminal Code of Canada, Order-In-Council 1413/08, as amended, and the Gaming Control Act, 1992 and its 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 ([www.acgo.on.ca](http://www.acgo.on.ca)).

### Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the instructions are not followed or if Checklist items (on application) are missing. This could result in the delay/cancellation of your charitable gaming event.
- County of Brant requires a minimum of 5 days processing time and 7 days for first time licencees.
- 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.
- Please note that all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licenced 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.

### Application Changes

If you make changes to your Licence Application package before you submit it to your licencing office, each change must be initialed 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, be signed by the Licence Application's signors and include supporting documents that are affected. The County of Brant requires at least one week 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 NOT be amended or cancelled.

## Licence Application Checklist

These items must be enclosed with each Licence Application Form (Do not send separately):

- Licence fee
  - 1.5% of prizes for a bingo
  - 1.5% of prizes for a raffle
  - \$10 per wheel of fortune per day (cheque payable to the County of Brant)
- Completed application form
- Type and style or styles of tickets to be sold.
- A complete list and value of the prizes to be awarded for each game.
- Confirmation of the prizes to be awarded for each game.
- Confirmation of prize donations or purchases.
- A detailed description of the manner in which the winner will be determined for each game.
- Sample ticket, if applicable.
- Bingo program, if applicable.

*If you require clarification on any of the above please feel free to contact the Lottery Licencing Officer at:*

519-449-2451 ext. 2219

1-888-250-2295

*julie.searles@brant.ca*


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**Alcohol and Gaming Commission of Ontario – Bazaar Licence Terms and Conditions**

[http://www.agco.on.ca/pdfs/bi/terms\\_cond/3010B.pdf](http://www.agco.on.ca/pdfs/bi/terms_cond/3010B.pdf)

	<p><b>Alcohol and Gaming Commission of Ontario</b> Gaming Registration &amp; Lotteries 90 Sheppard Avenue East Suite 200 Toronto ON M2N 0A4 416-326-8700 1-800-522-2876 toll free in Ontario/sans frais en Ontario</p>	<p><b>Commission des alcools et des jeux de l'Ontario</b> Inscription pour les jeux et loteries 90, avenue Sheppard Est Bureau 200 Toronto ON M2N 0A4</p>	<p><b>Bazaar Licence</b> Terms and Conditions <b>Licence de Vente de Charité</b> Modalités</p>
<p><b>DEFINITIONS</b></p>		<p><b>DÉFINITIONS</b></p>	
<p><b>BAZAAR</b> means an event where any combination of the following lotteries may be conducted:</p>		<p><b>VENTE DE CHARITÉ</b>, une activité où il peut y avoir n'importe quelle combinaison de loteries suivantes :</p>	
<p>a) a raffle not exceeding \$500 in prizes b) a bingo not exceeding \$500 in prizes c) a maximum three wheel of fortune with a maximum \$250</p>	<p>a) une tombola dont les prix n'excèdent pas 500 \$; b) un bingo dont les prix n'excèdent pas 500 \$; c) un maximum de trois roues de fortune dont la mise maximale est de 250 \$.</p>		

**Alcohol and Gaming Commission of Ontario – Application to Manage and Conduct a Lottery Type Scheme at a Bazaar**

[http://www.agco.on.ca/forms/en/6005\\_g.pdf](http://www.agco.on.ca/forms/en/6005_g.pdf)

	<p><b>Alcohol and Gaming Commission of Ontario</b> Gaming Registration and Lotteries 90 Sheppard Ave. East, Suite 200 Toronto ON M2N 0A4 (416) 326-8700 1-800-522-2876 toll free in Ontario</p>	<p><b>Application to Manage and Conduct a Lottery Type Scheme at a Bazaar</b></p>	
<p><b>1. Organization information (Please print or type)</b></p>			
<p>Name of Organization</p> <input type="text"/>			<p><b>For Office Use Only</b></p>
<p>Address of Organization</p> <input type="text"/>			
<p>Province</p> <input type="text"/>	<p>Phone No.</p> <input type="text"/>		



## Step 1: Eligibility

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## Step 3: Report

### Reporting Requirements

The Licencee shall provide the Licensing Officer with a financial report within 30 days of the date of the last draw outlining the results of the lottery event on the prescribed form. Your report will include:

- The attached report form.
- Copy of bank statements for the entire reporting period (since opening of account or since date of last lottery report submitted).
- Copy of bank deposit slips.
- Copy of cancelled expense cheques and applicable invoices/receipts.
- Itemized list of expenses.
- Copy of cancelled donation cheques (if a balance is retained in your Lottery Trust Account for future charitable donations please provide cancelled cheques and bank statements as money is disbursed).
- List of winners.

