

## Bingo Licence Application

**Before completing the attached licence application form, please read the following information.**

The attached bingo licence application must be completed in full prior to submission. Applications will not be processed if all required information has not been completed and supporting documents have not been included. **Bingo licence applications must be submitted at least 4 weeks prior to your first event.**

### BINGO EVENT DETAILS

The Bingo Licence will be mailed to the Bingo Chairperson at the organization address.

### LIST OF ELECTED EXECUTIVE

It is imperative that Alberta Gaming, Liquor & Cannabis (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded and return with the completed licence application.

### USE OF GAMING PROCEEDS

It is not necessary for applicants to specify the intended use of gaming proceeds as part of the gaming licence application. An organization may amend its use of gaming proceeds at any time. A Request to Amend Gaming Proceeds (FORM 5506) must be submitted to AGLC for approval prior to disbursement of proceeds. All amendments must be signed by two current executive members of the organization and include any required support documentation or completed forms.

Gaming proceeds must only be used for AGLC-approved uses essential to the delivery of the group's charitable or religious programs in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). Prior approval must be obtained before disbursement of proceeds. A use of proceeds not specifically accommodated in the CGPH is considered an ineligible use.

Disbursement of gaming proceeds must be made within 36 months of receipt of the proceeds. Any extension of this time period must have prior written approval. All requests to retain proceeds beyond 36 months must include a dollar amount, a project end date for the use of proceeds, and the purpose for which the proceeds will be used. The request must be signed by two current executive members.

All programs where gaming proceeds are used, and for which a fee is charged or for which funds are received, must be managed on a cost-recovery basis. Cost recovery means the use of gaming proceeds to pay for program costs is limited to the amount not covered by program revenues.

The organization's Current Use of Proceeds List will be mailed under separate cover to the organization address to the attention of the Treasurer.

### **PLEASE KEEP A COPY OF THIS APPLICATION AND ALL SUPPORT DOCUMENTS SUBMITTED.**

### LICENSING INFORMATION

Alberta Gaming, Liquor & Cannabis (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only eligible charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required financial reports must be up-to-date before new applications are processed.*

AGLC must approve any changes to the approved licence or use of proceeds.

Applicants found eligible for gaming licensing may be subject to an eligibility review at any time to ensure continued compliance with AGLC policies.

## PREPARING FOR THE BINGO LICENCE

- Charities conducting community bingo events must conduct these events in their own area.
- Licences are issued for single events, or a series of events up to a 24 month period.
- Licensed bingo facilities are required when groups hold bingo  
4 or more days per week in a hall.
- Licensed bingo facilities are not required when groups hold bingo 3 or less days per week.

## LICENCE AMENDMENTS

- Any amendment to a bingo licence must be approved in advance by the Regulatory Services Division. Without approval, an amendment or change is prohibited.
- A licensed charity that wishes to amend its bingo licence must make this request in writing. The request must be submitted by two executive members of the licensed charity to the Regulatory Services Division.

## PRIZES (Community Bingo)

- All prizes in the approved bingo program shall be awarded. Players win only if they have the correct card pattern for the game, and in the case of a loonie pot or fireball prize, if the correct card pattern was completed on the specific loonie pot or fireball. All valid winning cards must be paid.
- Both cash and non-cash bingo game prizes shall be funded by bingo card sales revenue. Donated non-cash prizes shall be separately identified on financial control forms.
- If non-cash prizes are awarded, they shall not be provided, in any way, by registered gaming suppliers or facility landlords.
- The financial return to eligible licensed charities from charitable gaming should be maximized for the benefit of the charitable and religious organization, the programs or activities they deliver, and the communities in which those programs or activities are undertaken.
- At the end of each yearly financial reporting period, the licensed charity should show positive proceeds from the conduct of its community bingo events.
- Non-Association bingo prizes for progressive or accumulating jackpots can have a minimum or guaranteed prize. Groups must keep prize payouts for these games in-line to ensure they receive a financial benefit. All progressive or accumulating jackpots shall be awarded at least once during each year of the licence period. This includes fixed number jackpots. If not awarded earlier, the jackpot shall be awarded at the last event of each year. Jackpots that are awarded regularly can be carried over into the next licence

period. If a group ceases bingo, the jackpot must be awarded. No more than 5 progressive games will be approved.

## BINGO PROGRAM (Community Bingo)

- Only the approved bingo program shall be conducted. This includes price of all cards, start/finish time, prize structure for all games, give-aways/promotions, rules of play and house rules.
- No bingo program may have more than 75 games.
- No more than two bingo events will be licensed in the same facility on any day.
- A licensed charity may conduct the following without AGLC approval:
  - one special event per calendar month; and
  - a special anniversary program, to coincide with its new licence period.
- Give-aways/Promotions. Any item given to players in the hall, other than by means of a bingo game is considered a give-away. This could include door prizes, merchandise or food items. Total retail value of all items shall not be more than fifty dollars (\$50) for each one hundred persons, or portion of that, attending the event. The value can be accumulated to offer one prize per event. For example, if 350 players are in attendance, prizes with a retail value of up to \$200 could be awarded. This could be one prize of \$100, or a series of prizes with a total retail value of up to \$200. This does not include food, beverages or other merchandise sold on a regular basis at the concession, and given free or at a reduced cost to players by concession operators. Give-aways/promotions shall comply with AGLC Terms & Conditions and Operating Guidelines.
- For a media bingo or similar scheme, applications will be reviewed based on Media Bingo Terms & Conditions.
- Minors, accompanied by an adult, may play bingo for a cash prize (excluding special games) if the:
  - licensed charity has less than \$150,000 in annual gross bingo revenue;
  - regular game prize board do not exceed \$1,000 (based on \$1 per card); and
  - prizes do not exceed \$50.

## FINANCIAL REPORTING

- Financial Reports are required for each gaming licence (bingo, casino, pull-ticket and raffle) issued and consolidated accounts if used.

## Bingos with \$20,000 and less in annual gross bingo revenue

- The financial summary received with the original licence must be submitted to AGLC within 60 days following the end of the licence period. Additional reporting may be required as determined by AGLC.
- For bingos with gross annual sales \$20,000 and over, the reports will be distributed or made available to the licensed group by AGLC.
- The requirements in this regard are as follows:
  - a) Financial reports are mailed after the end date of the licensed charity's bingo licence.
  - b) If the licensed charity has a two-year bingo licence, it is mailed two financial reports, one at the end of the first year, and another at the end of the second year.
- Completed reports with requested supporting documents shall be returned to AGLC within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence are subject to penalty and may affect future licences.
- If a licensed charity only conducts bingo \$20,000 and less in annual gross bingo revenue, the bingo net sales may be deposited into a non-gaming bank account.
- If the licensed charity conducts other types of charitable gaming (not including raffles \$20,000 and less) in addition to bingo \$20,000 and less, the bingo net sales must be deposited into an existing gaming bank account at the end of the licence period, to be spent on approved use of proceeds.

For additional information on financial reporting please contact AGLC Financial Review Section, 780-447-8600 or 1-800-272-8876 for more information.

### AUDIT REQUIREMENTS

- The books and records of licensed charities are subject to review and/or audit by AGLC and must be maintained in a manner acceptable to AGLC. Bingo records must be kept by the licensed charity for two years after the financial report is submitted.
- The areas normally subject to audit will include, but not be limited to:
  - a) books of original entry (including computerized records);
  - b) invoices;
  - c) bank statements and cancelled cheques;
  - d) event control and summary sheets;
  - e) contracts, agreements or similar documents;
  - f) Income Tax and Goods and Services Tax returns;
  - g) minutes of annual general meetings, and meetings of general membership, board and executive;

- h) external accountant's/auditor's working paper files;
- i) annual (audited) financial statements; and
- j) business and financial records (as outlined above) of any entity that is related to the licensed charity and/or an executive or board member of the licensed charity that is in receipt of any of the licensed charity's gaming funds either directly, indirectly or through a series of transactions.

### AGLC INTERNET ACCOUNT

On-line web-based services are currently available to registered charitable gaming organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on AGLC web site at [aglc.ca](http://aglc.ca).

The lists of services available to charitable gaming organizations are:

- a list of gaming licences;
- consolidated bank account information;
- organization contact list;
- current use of proceeds list; and
- the ability to submit raffles financial forms for raffles licences with a total ticket value of \$20,000 or Less online.

### PROTECTION OF PRIVACY

The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

### DIRECT ANY QUESTIONS ABOUT THIS COLLECTIONS TO

AGLC FOIP Coordinator  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
780-447-8600 or toll free at 1-800-272-8876

## Bingo Licence Application

This form may be obtained from our website: [aglc.ca](http://aglc.ca)

Before completing this application, please read the attached bingo licence guidelines.  
**Community Bingo - Application must be submitted at least four (4) weeks prior to the first event.**  
**Association Bingo - Application must be submitted to the association at least 60 days prior to expiry.**

AGLC ID #					
Organization Name (as it appears on the Certificate of Incorporation)					
Organization's Legal Address			City/Town	Province	Postal Code
Organization Phone	Organization Email		Organization Website		
Mailing Address (if different than legal)			City/Town	Province	Postal Code
<b>AGLC requires a Communication Contact email address for purposed of sharing and collecting important information related to charitable gaming licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.</b>					
Communication Contact Email					
<b>Bingo Chairperson (For correspondence – may be contacted for clarification of this application)</b>					
Full Name (Please Print)				Date of Birth (Year/Month/Day)	
Mailing Address			City/Town	Province	Postal Code
Contact Phone			Email		
<b>Authorization for Application</b>					
The undersigned confirm a) they are authorized to make this application b) all information on or related to this application is current and accurate, and c) they will provide any information regarding the approved gaming bank account to AGLC upon request.					
Executive #1 Signature			Executive #2 Signature		
Date of Birth (Year/Month/Date)			Date of Birth (Year/Month/Date)		
Full Name (Please Print)			Full Name (Please Print)		
Position Held			Position Held		
Mailing Address			Mailing Address		
City/Town	Province	Postal Code	City/Town	Province	Postal Code
Contact Phone	Email		Contact Phone	Email	

## Type of Bingo

Please check (✓) one

### ASSOCIATION:

Bingo as part of the \_\_\_\_\_ Bingo Facility

### COMMUNITY:

Please select bingo licence class:

\$20,000 or less (for gross annual sales of \$20,000 or less) Designated bingo bank account not required.

\$150,000 or less (for gross annual sales more than \$20,000).

Over \$150,000 (for gross annual sales of \$150,000 or more). \$10 licence fee required per event.

A single event to be held on \_\_\_\_\_, \_\_\_\_\_

A series of events from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

Weekly (day of the week) \_\_\_\_\_

Monthly (day and dates) \_\_\_\_\_

Dates event not held \_\_\_\_\_

Total number of Events to be held:

Licence Fees (if applicable) x \$10/event:

## Bank Account

A separate bingo bank account shall be established (**only for bingo with gross annual sales more than \$20,000**). NOTE: You may not use an existing gaming account for more than one active licence. The account must have chequing privileges, and all bingo revenue shall be deposited into this account, with all payments made by cheque.

Name of Financial Institution (bank, credit union, etc.)

Institution Code

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Transit Number

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Account Number

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## Name and Street Address of Bingo Location

Name

Street Address

City/Town

Province

Postal Code

*The remaining application only needs to be completed if applying for a community bingo licence.*

Event		
Use 24-hour clock (if details of events differ, use second column.)		
Day of week _____	Time: Start _____ Hrs.	Time: Finish _____ Hrs.
Day of week _____	Time: Start _____ Hrs.	Time: Finish _____ Hrs.

**Please complete the following checklist and include required supporting documentation.**

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\*Licence fee (if applicable) - cheque/money order payable to AGLC.  
 Rules of play governing operation of bingo.  
 Schedule of games and prize payouts for each individual game to be played.  
 Please include **one** of the following:

- Copy of land title certificate (if not previously submitted).
- Copy of current lease agreement or rental agreement.
- Copy of rental agreement or approval letter from authorized delegate authorizing usage of premises for gaming activity. Must include details of gaming event and location.

*No fee is charged for community bingos where the annual gross proceeds are less than \$150,000/year.*

**Minors Authorization Request**

Minors accompanied by an adult may play bingo in accordance with terms and conditions.

**Expenses Per Event**

Community bingo not to exceed 10% of Gross revenue

Paper Products		
Caller		
Cashier		
Advertising		
Rent		
Bingo Coordinator (if applicable, see attached)		
Volunteer Meals/Refreshments		
Value of Merchandise		
<b>TOTAL</b>		

Any activity not specifically permitted in the Terms and Conditions, or the Charitable Gaming Policies Handbook is prohibited.  
 Retain copies for your organization's records of all documents submitted to AGLC

**AGLC Contact Information**

50 Corriveau Avenue St. Albert, Alberta T8N 3T5	Phone: 780-651-7600 ext. 6 Toll-Free: 1-855-506-1066 ext. 6	website: <a href="http://aglc.ca">aglc.ca</a> Email: <a href="mailto:gaming.licensing@aglc.ca">gaming.licensing@aglc.ca</a>
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