

## Bingo Licence Application – Community

**Before completing the attached licence application form, 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 INFORMATION

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

For Community Bingo Terms and Conditions, refer to [Community Bingo Terms & Conditions](#)

### AGLC INTERNET ACCOUNT

Online web-based services are currently available to registered AGLC charitable gaming organizations. To access AGLC's secure web application services, to complete the [Internet Account Request Form](#) available on AGLC web site at [aglc.ca](http://aglc.ca). The list of services available to charitable gaming organizations include the ability: to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

### USE OF GAMING PROCEEDS

Gaming proceeds must only be used for AGLC approved uses essential to the delivery of the group's charitable or religious program in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). For more information contact Use of Proceeds at 1-855-506-1066 or at [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca).

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.

#### The following uses require prior approval:

- Bursaries and Scholarships
- Community Events over \$100,000
- Donations (exceeding certain thresholds)
  - Over \$25,000 to non-AGLC licensed groups
  - Over \$10,000 to groups outside Alberta
  - Over \$5,000 to groups outside Canada
- Emergency Funds
- Endowment Funds
- Facility
- Vehicles
- Wages, Salaries, Fees for Service, Honorariums

### 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.

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 approved use of proceeds.

### 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.

## Bingo Licence Application - Community

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

Application must be submitted at least four (4) weeks prior to the first event.

**TO AVOID APPLICATION DELAYS IT IS MANDATORY TO COMPLETE THE FOLLOWING FIELDS**

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. 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>			
Legal Last Name		Legal First Name	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address	City/Town	Province	Postal Code
Contact Phone	Email		
<b>Authorization for Application – Volunteer Elected Executive</b>			
The undersigned confirms a) they are authorized to make this application and b) all information on or related to this application is current and accurate.			
Volunteer Elected Executive Signature		Position Held	
Legal Last Name		Legal First Name	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address			
City/Town	Province	Postal Code	
Contact Phone	Email		

For first time applicants **ONLY**, complete the following community benefit questions.  
If already eligible for bingo licensing, skip to the next section (Bingo Licence Class)

**Describe the group's programs and activities:**

**BUSINESSES, INDIVIDUALS AND GOVERNMENT ARE NOT ELIGIBLE**

**How do you propose to spend your gaming proceeds?**

**NOT ELIGIBLE: SOCIAL ACTIVITIES/EVENTS, APPAREL AND PERSONAL ITEMS/EXPENSES**

Number of Voting members (18 years and over)

**Bingo Licence Class**

Check (✓) one

- ☐ \$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

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

Complete the following checklist and include required supporting documentation.
<input type="checkbox"/> *Licence fee (if applicable) - cheque/money order payable to AGLC. <input type="checkbox"/> Rules of Play and House Rules governing operation of bingo. <input type="checkbox"/> Schedule of games and prize payouts for each individual game to be played. <input type="checkbox"/> Include <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Copy of land title certificate (if not previously submitted).</li> <li>• Copy of current lease agreement or rental agreement.</li> <li>• 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.</li> </ul> <p><i>No fee is charged for community bingos where the annual gross proceeds are less than \$150,000/year.</i></p>

Minors Authorization Request
<input type="checkbox"/> 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, refer to policy)		
Volunteer Meals/Refreshments		
Value of Merchandise		
TOTAL		

Any activity not specifically permitted in the Terms and Conditions, or the Charitable Gaming Policies Handbook is prohibited.

Retain copies of all documents submitted to Alberta Gaming, Liquor & Cannabis

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