



# Break Open Ticket Lottery Information Package

## What is a Break Open Ticket Lottery?

Break Open Ticket is a game of chance to win instant prizes by revealing a specified arrangement of numbers or symbols. Prizes may be instant prizes or chances to win prizes determined by a subsequent event.

### Enclosures:

- Quick Guide to Lottery Licence Applications.
- An application to manage and conduct a Break Open Ticket Lottery.
- Town of Petawawa questionnaire form.
- Break Open Ticket Licence Terms & Conditions.
- Break Open Ticket Lottery Report Form.

## Licence Application Checklist

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

### Licence fee

Set by Municipality:

Where the prize value is \$1,500.00 or less the license fee will be 3% of the value of the prize up to a maximum licence fee of \$30.00 for all lottery schemes.

Where the prize value is over \$1,500.00 the licence fee will be 3% of the value of the prize up to a maximum licence fee of \$500.00 for all lottery schemes.

(cheque payable to the **Town of Petawawa**)

- Completed Town of Petawawa questionnaire form.
- Completed application form.

- Copy of preceding and current operating budget, which includes all sources of revenues and expenses.
- Copy of proposed lottery budget.
- Type and style or styles of tickets to be sold (ticket samples are not required).
- Number of deals of tickets to be sold.
- An agreement to lease/rent/maintain or purchase a Break Open Ticket dispenser, if applicable.
- A copy of the Break Open Ticket Seller registration, where applicable.
- The organization's system for keeping track of sales and inventory.
- A list of bona fide members assisting with the Break Open Ticket administration and sales.

### 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 they are, how delivered to clients, specific costs, supporting materials, etc.
- Organization's current operating budget.**

- Organization's verified financial statements for last fiscal year.**
- 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.**
- Organization's Annual Report, if applicable.**

If you require clarification on any of the above, please feel free to contact the Lottery Licensing Officer:

Dawn Recoskie, Deputy Clerk  
Town of Petawawa  
1111 Victoria Street  
Petawawa, ON K8H 2E6

613-687-5536 ext. 131  
[drecoskie@petawawa.ca](mailto:drecoskie@petawawa.ca)