



# Raffle Lottery Information Package

## What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

### Enclosures:

- Quick Guide to Lottery Licence Applications.
- An application to manage and conduct a Raffle Lottery.
- Town of Petawawa questionnaire form.
- Raffle Licence Terms & Conditions.
- 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 raffle lottery application form.
- A fully completed application must include:
  - Location, date & time of the proposed draw;
  - The price of the tickets and a sample ticket;
  - Total number of tickets to be printed;

- Rules for the draw and the collection of prizes;
- If the prize value is \$10,000.00 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality, for the full retail value of all prizes to be awarded, including taxes, with an expiry date of no less than 45 days after the last draw;
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes;
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be used;
- A full explanation of how credit card sales and dishonoured cheques will be handled;
- The cut-off date for the sale of tickets by cheques and credit cards;
- A complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

### The Town of Petawawa may also request:

- A business plan and budget for the raffle lottery.
- A detailed ticket sales plan, including where, when and how sales will take place.
- Any other documentation deemed necessary by the municipality.

- A description of all the services to be obtained from each supplier.
- A copy of preceding and current operating budget, which includes all sources of revenues and expenses.

**Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued.**

**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)