



# Bingo Lottery Information Package

## What is a Bingo Lottery?

Bingo is a game of chance where players are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

## Enclosures:

- Quick Guide to Lottery Licence Applications.
- An application to manage and conduct a Bingo Lottery.
- Town of Petawawa questionnaire form.
- Regular and Special Bingo Licence Terms & Conditions.
- Bingo 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.

### A game schedule outlining:

- The bingo games to be played.
  - The winning arrangement of numbers for each game.
  - The minimum & maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games.
- 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.
  - The set percentage used to calculate the variable prizes for the individual Table Board games.
  - The price of bingo paper, if applicable.
  - The total value of all prizes offered for the bingo event.
  - The name and address of the premises where the bingo event is to be held.
  - Any special purchase provisions for used bingo paper exchanged for new paper (e.g. \$0.25 instead of \$0.50).
  - The starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it including the fixed time slot for any Table Board Bingo games.

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**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.**

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)