



Bingo Application Checklist

Name of Organization: _____

Address: _____

Member Contact: _____

Email Address: _____

These items must be enclosed with your **Application to Manage and Conduct a Bingo Lottery** form. (Do not send separately):

☐ **Licence Fee**

- 3 % of total prizes to be awarded
- The cheque payable to the **Town of St. Marys**
- The cheque must be drawn from your designated lottery trust account

☐ **Completed “Application to Manage and Conduct a Bingo Lottery” with**

- ☐ Use of proceeds must be specific (attach a separate sheet if necessary)
- ☐ Duration of the licensing period
- ☐ Lottery trust account information, including account number
- ☐ Signed by two principal officers

☐ **A Game Schedule Outlining (check if applicable):**

- ☐ Bingo games to be played
- ☐ Winning arrangement of numbers for each game
- ☐ Value of the prize for each game
- ☐ Minimum and maximum payouts for variable prize games
- ☐ Set percentage used to calculate the variable prizes for the individual Table Board Bingo games
- ☐ Price of the bingo paper, if applicable
- ☐ Total value of all prizes offered
- ☐ 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 (eg., \$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

**Please Return Completed Applications to St. Marys Town Hall
175 Queen St. E. P.O. Box 998, St. Marys, ON. N4X 1B6**