

Raffle Lottery Application Checklist

It is the responsibility of each applicant whose signature appears on the Licence Application and/or anyone who is taking responsibility for the conduct of the lottery event to read and fully understand the Alcohol and Gaming Commission of Ontario's (AGCO) Terms and Conditions relating to the type of lottery scheme being conducted. (Terms and Conditions are available at the Town Office or on the AGCO website at [www.agco.on.ca /gaming and lottery / charitable lottery licensing.](http://www.agco.on.ca/gaming%20and%20lottery/charitable%20lottery%20licensing))

Note: Applications take approximately 5 business days to process

- Licence Fee
 - 3% of the total prizes to be award
 - Payment must be a cheque from your designated lottery trust account
 - Cheque made payable to Town of Midland

- Completed "Application to Manage and Conduct a Raffle Lottery"
- Sample/Mock Ticket
- Complete list of Prizes and Retail Value
- Rules for the Draw
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.
- Prizes must be at least 20% of Total Ticket Sales
- A financial guarantee if the total fixed prize value of \$10,000 or more

If you have any questions regarding your application, contact the Clerk's Department.

Hours: Monday – Friday 8:30 a.m. to 4:30 p.m. Email: clerks@midland.ca Phone: 705-526-4275 ext. 2212

Raffle Lottery Application Report Checklist

Please submit all the required information to the Lottery Report in the following order:

- Original Lottery Report Filed at the Town office within 30 days of the date of the draw.
- List of all Prize winners, the amount they won and their address
- Copies of all bank deposit slips for this licence
- Copies of all receipts for all expenses incurred for this licence
- Copies of all cheques drawn from the lottery trust account **since last report**
- Copies of all bank statements from the lottery trust account **since last report**
- Original details of Lottery Trust Account – Balance as of last report and list of all transactions **since last report**

If you have any questions regarding your report, contact the Clerk's Department.

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