

Bingo 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 Bingo Lottery"

- Games Schedule Outlining
 - Bingo games to be played
 - Winning arrangement of numbers for each game
 - Value of prize of each game
 - Total value of all prizes for the bingo lottery
 - Price of bingo paper (if applicable)
 - Name and address of the premises where the bingo lottery is being held
 - Start and end time for bingo event
 - Rules of play

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

Bingo Lottery 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.
- 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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