

## **BINGO REQUIREMENTS**

Reviewing and processing applications takes approximately 3-4 weeks. Any outstanding financial reporting documents or incomplete applications may result in a delay in the processing of an application. Information must be submitted to Burlington City Hall as soon as possible to allow for sufficient time to review all required documentation.

### **The Following Information Must Be Submitted With Each Bingo Application:**

- 1. Completed Bingo application form(s) (Charitable Gaming Application) with signed Member Organization Declarations**
- 2. Signatures in ink. Photocopies are not accepted.**
- 3. Lottery Licence Fees by Cheque made payable to the City of Burlington paid from Lottery Trust Account. Credit Card, Debits payments will not be accepted.**
- 4. List of Bona Fide Members and volunteers assisting with the Bingo events which must include addresses and phone numbers, email addresses.**
- 5. Detailed use of lottery proceeds. These must be consistent with the organizations charitable mandate outlined in the governing documents. We require the exact expenses. A separate sheet can be used to outline in detail your type of expenses.**
- 6. Bingo Reports must be submitted to the City Burlington – Lottery Licensing Division in a timely manner. If reports are not up to date and submitted within the specified time frame the Lottery Licensing Department will not be able to process licence application until they are all handed in.**
- 7. Copies of game schedules.**