
GENERAL RAFFLE REQUIREMENTS

IMPORTANT INFORMATION – PLEASE READ

As per the Raffle Licence Terms & Conditions, Section 8 which states: *"All prizes and expenses incurred as a result of conducting the raffle must be deducted and paid out from the gross receipts derived from the raffle."*

- This means licence fees, purchased prizes, ticket printing etc. are to be paid from the lottery trust account.

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH EACH RAFFLE APPLICATION

- Detailed list of what the proceeds will be used for
The uses must be previously approved by this Licensing Office
- Sample Ticket -- Licensee shall have tickets printed in two parts which shall contain the following information:
 - Licence number
 - Name of licensee
 - Location, date(s) and time(s) of draw(s)
 - Description including the nature, number and value of the prize(s) to be awarded
 - Price of each ticket
 - Ticket number
 - Total Number of tickets printed

On the part retained by the organization:

- Licence number
- Name of Licensee
- Ticket number
- Adequate space for the name, address and telephone number of the ticket purchaser

If tickets and/or advertisements are in any language other than English - Full translation of the information must be presented and a sample of the text in the language to be used.

- Rules for the draw and collection of prizes

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- ❑ A detailed tickets sales plan, including:
 - where, when and how sales will take place;
 - explanation of how credit card sales and dishonored cheques will be handled;
 - cutoff date for the sales of tickets by cheque and credit cards
 - description of the sequence of the prize draws, and in the case of 50/50 draws – the maximum value of the prize

- ❑ Complete list of prizes - with their full retail value plus applicable taxes

- ❑ Copies of all receipts, invoices, purchases orders, bills of sale or letters of intent for prizes of \$500.00 or more - including cases where multiples of the same item total more than \$500.00. Documentation must state the retail value of the prizes (plus applicable taxes)

- ❑ If the prize value is \$10,000 or more, a letter of credit is required.
Even if the prize value is less than \$10,000 the municipality may request a financial guarantee
A letter of credit must:
 - Be issued by a recognized financial institution;
 - Cover the full value of all prizes offered, including any bonus prize;
 - Be valid for a minimum of 45 days after the final draw date as specified on the licence;
 - Indicate the purpose for which it was issued.

If the prize is an automobile: licensee must award the vehicle free of any hidden costs [such as taxes; pre-delivery inspection (PDI); costs and dealer fees]. This fact must be advertised

- ❑ Licence fee: 3% of the prize value
Prize value to be awarded must not be less than 20% of the total value of all tickets printed