



This form may be obtained from our website: www.aglc.ca

# BINGO LICENCE APPLICATION

Licensed Bingo Facility (  Class A or  Class B )  Other (Community) Bingo

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: (780) 447-8600 Toll-Free: 1-800-272-8876  
Fax: (780) 447-8911 or 447-8912 Website: www.aglc.ca

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED BINGO LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO THE FIRST EVENT.**

PLEASE PRINT CLEARLY

**Application Date Completed:** yy | mm | dd **AGLC ID #:** \_\_\_\_\_

**ORGANIZATION NAME:** *(as it appears on the Certificate of Incorporation)*

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Organization's Legal Address: \_\_\_\_\_ Mailing Address: (if different than legal) \_\_\_\_\_

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City	Province	Postal Code	City	Province	Postal Code
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Organization Phone	Organization Email	Organization Website
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Incorporated Under:  Societies Act  Companies Act  Other *specify* \_\_\_\_\_

Incorporation Number: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_ How long has organization existed? \_\_\_\_\_ # of Members: \_\_\_\_\_ # of Executive: \_\_\_\_\_

**BINGO CHAIRPERSON** *(For correspondence - may be contacted for clarification of this application)*

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Home Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

( ) ( ) ( )

Postal Code \_\_\_\_\_

**AUTHORIZATION FOR APPLICATION**

**WE CERTIFY THAT:** all information and documents supplied are correct, and the group has authorized us to make this application. Any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved bingo bank account(s) at any financial institution(s).

**President Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Home Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

( ) ( ) ( )

Postal Code \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Home Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

( ) ( ) ( )

Postal Code \_\_\_\_\_

Please complete the following checklist and include required supporting documentation, to eliminate processing delays:

<input type="checkbox"/> Copy of up-to-date incorporation documents to include registered bylaws, objectives, and certificate of incorporation; if not previously submitted.	<input type="checkbox"/> *Rules of play governing operation of bingo.
<input type="checkbox"/> Meeting motion authorizing application.	<input type="checkbox"/> *Schedule of games and prize payouts for each individual game to be played.
<input type="checkbox"/> *Licence Fee (if applicable) - cheque/money order payable to Alberta Gaming and Liquor Commission.	<input type="checkbox"/> *Copy of premises rental agreement (if applicable).

**\* If applying as a member of a licensed bingo facility, the facility licensee supplies.**

 **Retain copies for your organization's records of all documents submitted to Alberta Gaming and Liquor Commission**

**COMMUNITY BENEFIT STATEMENT**

To determine the organization's continued eligibility for a gaming licence, the following information is required:

- Have your objectives changed in the past 12 months?  Yes  No  
If yes, please describe:  
\_\_\_\_\_
- Have your bylaws changed in the past 12 months?  Yes  No  
If yes, please provide a copy of the amended "filed" bylaw.
- Have you implemented any new programs in the past 12 months?  Yes  No  
If yes, please describe:  
\_\_\_\_\_
- Does your group deliver programs in conjunction with any other group or corporate entity?  Yes  No  
If yes, please provide the name of the group/s:  
\_\_\_\_\_
- If you are a sports group, what percentage of gaming funds benefit adults, youth seniors or the disabled?  
\_\_\_\_\_

**PROPOSED USE OF PROCEEDS (Proceeds = Total Revenue less Expenses and Prizes)**

List how the proceeds will be spent. Be as specific as possible, general descriptions will cause processing delays. Proposed use of proceeds may be amended at any time by providing a detailed written request for approval, prior to the expenditure. **NOTE:** When travel, wages or out-of-country donations are requested, applicable forms must be submitted for approval prior to expenditure.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BANK ACCOUNT**

A separate bingo bank account shall be established. NOTE: You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All bingo revenue shall be deposited into this account, and all payments are made by cheque.

**Name of Financial Institution: (bank, credit union, etc.)** \_\_\_\_\_ **Date Bingo Account Opened:** \_\_\_\_\_

**INSTITUTION CODE**

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**TRANSIT NUMBER**

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**ACCOUNT NUMBER**

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**TYPE OF BINGO** Please check (✓) one

- Bingo as part of the \_\_\_\_\_ Bingo Facility  Member  Non-Member
- A single event to be held on \_\_\_\_\_, \_\_\_\_\_
- A series of events from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_
- weekly *day of the week* \_\_\_\_\_  Dates events will not be held: \_\_\_\_\_
- monthly *day and dates* \_\_\_\_\_
- other *dates* \_\_\_\_\_ **Total Number of Events to be held:** \_\_\_\_\_

**Licence Fees (if applicable) x \$30/event = \$ \_\_\_\_\_**

*A \$30/event licence fee is required. If conducting bingo in a licensed bingo facility, the facility licensee will submit the fee. No fee is charged for community bingos where the yearly gross proceeds are less than \$150,000/year.*

**WHEN APPLYING** to conduct events within a licensed bingo facility, the facility licensee will provide this information.

Name and Street Address of Bingo Facility \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

**\* If applying to conduct events within a licensed bingo facility, the facility licensee will provide this information.**

**EVENT/EXPENSES DETAILS** - Use 24-hour clock -- if details of events differ, use second column.

Day of the Week		
Time - Start (at precall)	Hrs.	Hrs.
- Finish	Hrs.	Hrs.
Admission Price		
Regular Card Price	for \$	for \$
Extra Regular Card Price	for \$	for \$
<b>Total Regular Games</b>		

Loonie Pots		Payout
#1	\$	%
#2	\$	%

Minors Exemption Request (see attached for additional info)

**Expenses Per Event:**

Paper Products		
Caller		
Cashier		
Advertising		
Rent		
Licence Fee (if applicable, see attached)		
Volunteer Meals/Refreshments		
Other _____		
<b>TOTAL</b>		

Special Card Games with Extra Charge (e.g., Bonanza, Nickel)

Satellite Link

	Card Price	Payout
Bonanza		
Nickel		
Other _____		
_____		

# BINGO LICENCE APPLICATION GUIDELINES

## LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required Financial Reports must be up-to-date before new applications are processed.*

## LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulation, policies, and terms and conditions. The AGLC must approve any changes to the approved licence or approved use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

## PREPARING FOR THE BINGO LICENCE

- Charities located within the boundary of the city of Edmonton must conduct bingo within that city. Charities located outside of Edmonton may not access bingo within the city of Edmonton.
- Charities located within the boundary of the city of Calgary must conduct bingo within that city. Charities located within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the Manager of Licensing Support of the Commission to conduct bingo events within the city of Calgary, provided:
  - a licensed facility does not exist in their own Municipal District; or
  - there is no access to an existing licensed facility in their own Municipal District.
- Charities conducting community bingo events must conduct these events in their own area.
- Licences are issued for single events, or a series of events over a 24-month period.
- Licensed bingo facilities are required when groups hold bingo 4 or more days per week in a hall.
- Licensed bingo facilities are not required when groups hold bingo 3 or less days per week.
- The satellite bingo game can only be offered as part of an approved bingo program.

## PRIZES (Community Bingo)

- All prizes in the approved bingo program shall be awarded.
- Players win only if they have the correct card pattern for the game, and in the case of a loonie pot or fireball prize, if the correct card pattern was completed on the specific loonie pot or fireball. All valid winning cards must be paid.
- Both cash and non-cash bingo game prizes shall be funded by bingo card sales revenue. Donated non-cash prizes shall be separately identified on financial control forms.
- If non-cash prizes are awarded, they shall not be provided, in any way, by registered gaming suppliers or facility landlords.
- Prize payouts for regular and special games shall be structured to target a combined maximum payout of 65% of the value of the cards that were sold. The total prize value for each bingo event shall not exceed \$15,000.00.
- Prizes for progressive or accumulating jackpots can have a minimum or guaranteed prize. Groups must keep prize payouts for these games in-line to ensure they receive a financial benefit. All progressive or accumulating jackpots shall be awarded at

least once during each year of the licence period. This includes fixed number jackpots. If not awarded earlier, the jackpot shall be awarded at the last event of each year. Jackpots that are awarded regularly can be carried over into the next licence period. If a group ceases bingo, the jackpot must be awarded. No more than 5 progressive games will be approved.

## BINGO PROGRAM (Community Bingo)

- Only the approved bingo program shall be conducted. This includes price of all cards, start/finish time, prize structure for all games, give-aways/promotions, rules of play and house rules.
- Community licensees conducting bingo at least four times per month may conduct:
  - One special event per calendar month.
  - A special anniversary program, to coincide with its new licence period.
  - Prior written approval is required for these events.
- Give-aways/Promotions. Any item given to players in the hall, other than by means of a bingo game is considered a give-away. This could include door prizes, merchandise or food items. Give-aways/promotions shall comply with AGLC Terms & Conditions and Operating Guidelines.
- For a media bingo or similar scheme, applications will be reviewed based on Media Bingo Terms & Conditions.
- Minors Exemption. Bingo Licensees, excluding those operating in licensed bingo facilities, with yearly gross proceeds less than \$150,000 and offering no more than a \$1,000 regular game prize board (total of regular game prizes in program) at any bingo event (based on a \$1.00 card) may apply to the AGLC to permit minors, accompanied by an adult, to play bingo for cash prizes.

## USE OF PROCEEDS

Gaming proceeds shall only be spent on charitable and religious purposes provided by the Commission.

Applicants specify the intended use of gaming proceeds on the application.

Note: The following use of proceeds must be requested using one of the following Commission forms available on our website:

- Travel Itinerary (Form 5443)
- Request to use Gaming Proceeds to Pay Wages/ Salaries (Form 5442)
- Request to Donate Proceeds Outside of Canada (Form 5484)
- Request to Donate Proceeds Outside of Alberta but Within Canada (Form 5502)
- Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
- Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
- Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
- Disbursements of gaming proceeds shall be made within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the Commission. All requests for an extension of this time period must include a supporting business plan. The business plan shall include the following:
  - a written explanation why the proceeds have to be accumulated beyond 24 months;
  - any other sources of revenues associated with the planned project or event;

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# BINGO LICENCE APPLICATION GUIDELINES

- a list of expenditures associated with the planned project or event; and
  - timelines for the anticipated disbursement of the accumulated proceeds.
- All requests to retain funds beyond 24 months must include:
    - A total dollar amount to be retained
    - A projected end date for disbursement of funds
    - The purpose for which the funds will be used
    - Request must be signed by two executive members

## FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued and will be mailed to the licensed group by the Commission. Financial Reports are required for consolidated accounts.
- Completed reports with supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.
- If a group has more than one active licence, they are encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer these proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.

For additional information on Financial Reporting please contact the AGLC Financial Review Section, (780) 447-8600 or 1-800-272-8876 for more information.

## AGLC INTERNET ACCOUNT

On line web-based services are currently available to registered Charitable Gaming Organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on the AGLC web site at [www.aglc.ca](http://www.aglc.ca).

The list of services available to Charitable Gaming Organizations are:

- a list of gaming licences;
- consolidated bank account information;
- organization contact list;
- current use of proceeds list; and
- the ability to submit raffles financial forms for raffles licences with a total ticket value of \$10,000 or Less on line.

## PRIVACY STATEMENT

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Regulatory Division Alberta Gaming and Liquor Commission, 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Telephone: 780/447-8600 Toll-free: 1-800-272-8876