



What is a Social Gaming Event Licence?

It authorizes an organization to run a legal charitable gaming event that is ancillary to a social occasion by operating a maximum of 20 blackjack tables and wheels of fortune for a chance to win prizes.

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance education
 - advance religion
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit.

Examples may include:

- hospitals
- youth activities or sports
- service clubs
- arts or culture.

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

- This package is used to apply to the provincial office of the **Alcohol and Gaming Commission of Ontario (AGCO)** for charitable gaming event licences.
- Ensure that you read and understand **Social Gaming Event Licence Terms and Conditions** before proceeding with this package.
- Keep a copy of all licence application documents for your records.
- Activities are regulated by **Criminal Code of Canada, Section 206 & 207, Ontario Order in Council and the Gaming Control Act, 1992 and Regulations.**
- The **Gaming Control Act, 1992 and Regulations** can be purchased from **Publications Ontario**. To contact, check your telephone book **Blue Pages**.
- For information, refer to the **Guide to Charitable Gaming in Ontario** and other forms mentioned in this package, or contact:
 - your nearest municipal licensing office
 - AGCO.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialled on each document by the **Licence Application** signers and other signers of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected (e.g. new municipal approval). AGCO requires at least 2 weeks written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your social gaming event **Licence** is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

Licence Application Instructions

Your licence application is a legal document and will be returned or delayed if the Instructions (below) are not followed or if Checklist items (on Application) are missing. This may result in the cancellation of your charitable gaming event.

- Submit all social gaming event licence applications to AGCO.
- AGCO requires a minimum of 30 days processing time and 45 days for first time licensees.
- If you have a **GIN (Group Identification Number)**, print it on all documents and correspondence (and have it ready when phoning AGCO).
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing this **Licence Application** must comply with the **Social Gaming Event Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct the charitable gaming event without a licence.

To Complete the Licence Application Form

The explanations given below are to assist in completing certain questions on the attached form.

2. Information on organization:

- a) **GIN**
AGCO assigns one Group Identification Number per independent organization and prints it on all AGCO gaming event licences. It is a file number for tracking purposes only. Your licensing office may review your eligibility at any time.
- b) **Jurisdiction of incorporation**
This is the province or country whose government issued your incorporation papers, e.g. Ontario, Canada, etc.

Licence Application Checklist

These items must be enclosed with each Licence Application form (**DO NOT** send separately):

- Licence fee**
\$5 for each wheel and table game. If a raffle draw is held, there is an additional fee of 3% of the full retail value of prizes (including taxes, duties, etc.). Make payment to **Minister of Finance**. Post-dated payments will **NOT** be accepted. A \$35 administrative fee is charged for cheques returned by the bank.
See **Social Gaming Event Licence Terms and Conditions, (6) Proceeds and Expenses**.
- Municipal or Band Council approval letter**
- Fair or Exhibition Board approval letter**
If held during a designated fair or exhibition, the Board must approve your organization for the social gaming event date and say they will not apply for a Fair or Exhibition Gaming Event Licence.
- Prize invoice, bill of sale or price quote**
For each raffle prize with full retail value of \$500 or more (including taxes, duties, etc.).
- Registered Gaming Supplier price quote & Charitable gaming event budget**
See **Social Gaming Event Licence Terms and Conditions, (3) Equipment, Supplies and Services and (6) Proceeds and Expenses**.
- Information on suspended or cancelled gaming event licences**
Attach particulars for occurrences in the last 2 years in any jurisdiction for any gaming event licence.
- Site contract**
Must be on the location's form or letterhead and include: location name, address and phone number; charity organization name; event date; description and cost of goods and services provided; assurance that social gaming event location policies are complied with and no other social gaming event will take place there in the same calendar month; and signatures of the charity and location representatives above their printed names.
See **Information Bulletin No. 13 - Locations Suitable for Social Gaming Events**.
- Volunteers working the event**
List name, organization, organization title and gaming event title. To fulfill its legal requirement, the organization must have Bona Fide Members as gaming event volunteers.
See **Social Gaming Event Licence Terms and Conditions, Definitions - Bona Fide Member and (2) Staffing**.
- Building Fund information**
If you want to use proceeds from your charitable gaming event towards structures or land, you must meet the criteria in **Policies for the Establishment of Building Funds**.

First-time applicants must enclose copies of:

- Governing documents**
Letters Patent, by-laws, constitution, charter, trust deed, memorandum/articles of association, signed as required.
- Revenue Canada Notification of Registration letter**
If your organization is registered.
- Detailed outline of programs/services**
What they are, how delivered to clients, specific costs, supporting materials, etc.
- Organization's current operating budget**
- Organization's verified financial statements for last fiscal year**
- List of Board of Directors**
See **Social Gaming Event Licence Terms and Conditions, Definitions - Board of Directors**.
- Youth sport groups: number of members and their ages**

If AGCO has already issued gaming event licences to your organization, you must provide:

- Outstanding social gaming event financial reports**
See **Social Gaming Event Licence Terms and Conditions, (9) Reporting Requirements**.
- Outstanding financial reports for other charitable gaming events**
- Outstanding information requests from your licensing office**
- Annual updated List of Board of Directors**
- Youth sport groups: annual update on number of members and ages**
- Changes to governing documents and Revenue Canada status**
Includes amendments, supplements, reinstatements, revocations, dissolutions, etc.
- Annual verified financial statements**
See **Social Gaming Event Licence Terms and Conditions, (9) Reporting Requirements**.

You may be asked to provide AGCO with more information.



If the 2 pages of instructions are missing,
contact your licensing office for a new form.

Please print or type

<p>1. Previous charitable gaming licence</p> <p>Has your organization ever applied for a charitable gaming event licence?</p> <p><input type="checkbox"/> No If Yes: _____</p> <p>AGCO: _____</p> <p>What is the most recent licence number issued by: P</p> <p>_____</p> <p>Municipality: _____</p> <p>_____</p> <p>M</p>	<p>FOR OFFICE USE ONLY:</p>
<p>Have you had gaming event licences cancelled or suspended in any jurisdiction in the last 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

<p>2. Information on organization</p> <p>a) Incorporated or legal name</p>				GIN
Street address of organization	City	Province		
Postal Code	Telephone no. () - - - - - -	Fax no. () - - - - - -	Mailing address (if different) _____	
			Postal Code	

<p>b) Is your organization incorporated?</p> <p><input type="checkbox"/> No If Yes: Incorporation number _____ Jurisdiction of incorporation _____</p>			
<p>c) Is your organization registered as a Charitable Organization with Revenue Canada?</p> <p><input type="checkbox"/> No If Yes: Revenue Canada Registration number → _____</p>			
<p>d) How long has your organization existed? _____ Years</p>	<p>What is the financial year-end of your organization? MM DD</p>		

<p>3. Affiliates</p> <p>Is your organization affiliated with any corporations or organizations?</p> <p><input type="checkbox"/> No If Yes: List the legal names (Attach separate sheet if necessary)</p>	
a) _____	b) _____

<p>4. Use of net proceeds</p> <p>What will the money raised from this event be used for? (Attach separate sheet if necessary)</p>	
a) _____	b) _____
c) _____	d) _____

5. Location and date of social occasion/gaming event

Name of location				Street address			
City		Province		Postal Code		Jurisdiction	
Event date		Social occasion starting time		Social occasion ending time		Social gaming event starting time	
YY	MM	DD	: am pm	: am pm	: am pm	: am pm	: am pm
Social occasion name				Social occasion activity(ies)			

Is the social occasion being conducted by the applicant?

Yes If No:

Name of organization conducting social occasion

6. Games of chance & Licence fee

Games	Number	Will admission tickets be sold?	
Blackjack tables		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wheels of fortune: list names		Will there be a raffle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
a)			
b)			
		Licence fee rate	Sub-total Licence fees
c)			
Total number of tables and wheels		x \$5	= \$
Raffle prize full retail value (incl. taxes, etc.)	\$	x 3%	= \$
Total Licence Fee			\$

7. Gaming Supplier information

Will you be using gaming-related equipment at the social gaming event that is owned by your organization?

Yes No

Will you be using services or equipment from outside your organization to assist with the social gaming event?

No If Yes ▶ Registered name of Gaming Supplier(s):

GCA Registration number

GCA Registration number

8. Lottery trust account

Name of Financial Institution where lottery funds are held

Account number

Address

City

9. Declaration

We, the undersigned, declare that:

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are NOT receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Social Gaming Event Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Social Gaming Event, including services provided by Gaming Suppliers;
- All answers provided in this Licence Application, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada, Order In Council and the Gaming Control Act, 1992 and Regulations**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

We have read and understand the entire Declaration above.

Principal Officer	Signature	Designated Member In Charge
	Print name in full	
	Title	
()	Individual's Business telephone number	()
	Date of signing	

Return to municipal office of: