



Bingo Application Checklist

Name of Organization: _____

Address: _____ Member Contact: _____

_____ Email Address: _____

The items listed below must be enclosed with your **Application to Manage and Conduct a Bingo Lottery** form.

- License Fee**
 - 3% of total prizes to be awarded
 - The cheque is made payable to the *Township of North Huron*
 - The cheque **must** be drawn from your designated lottery trust account
- Completed “Application to Manage and Conduct a Bingo Lottery” with:**
 - Use of proceeds must be specific (attach a separate sheet if necessary)
 - Duration of the licensing period
 - Lottery trust account information, including account number
 - Signed by two principal officers
- A Game Schedule Outlining (check if applicable):**
 - Bingo games to be played
 - Winning arrangement of numbers for each game
 - Value of the prize for each game
 - Minimum and maximum payouts for variable prize games
 - Set percentage used to calculate the variable prizes for the individual Table Board Bingo games
 - Price of the bingo paper, if applicable
 - Total value of all prizes offered
 - Name and address of the premises where the bingo event is to be held
 - Any special purchase provisions for used bingo paper exchanged for new paper (e.g., \$0.25 instead of \$0.50)
 - The starting and ending time for the time slot for the licensed Regular Bingo event and any bingo games played in conjunction with it

**Please Return Completed Reports to the North Huron Municipal Office
274 Josephine Street, P.O. Box 90, Wingham, ON N0G 2W0**

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