



Alcohol and Gaming
Commission of Ontario

Commission des alcools
et des jeux de l'Ontario

Group Identification Number (GIN)
Numéro d'identification d'organisme (NIO)

**Application to Manage and
Conduct a Raffle Lottery
Demande de permis pour administrer
et conduire une tombola (tirage)**

Gaming Registration and
Lotteries

Inscription pour les jeux
et loteries

90 Sheppard Ave. E., Suite 200
Toronto ON M2N 0A4

90, ave. Sheppard Est, Bureau 200
Toronto (Ontario) M2N 0A4

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416-326-8700 1-800-522-2876 toll free in Ontario / sans frais en Ontario

We, the undersigned, as two principal officers of record (organization)

Les soussignés, qui sont deux principaux dirigeants de
(organisme)

Address

Adresse

apply for a licence to manage and conduct a Raffle Lottery from the
premises municipally known as

font une demande de permis pour administrer et conduire une
tombola(tirage) dans les locaux connus dans la municipalité sous
le nom de

and situated in the Municipality of

et situés dans la municipalité de

between the dates specified, and for the charitable or religious objects
and purposes, and in the manner described herein.

entre les dates indiquées, à l'intention des oeuvres religieuses ou de
bienfaisance spécifiées et de la manière décrite dans les présentes.

1. The Charitable or religious objects or purposes to which proceeds
are to be donated are described as

1. Les profits seront répartis aux oeuvres religieuses ou de
bienfaisance suivantes.

2. The total value of all prizes to be awarded in the Raffle Lottery for
which this application is made will be \$.....cash
value, or merchandise or articles at equivalent market retail value.
Merchandise prizes are described as

2. La valeur totale de tous les prix qui seront attribués dans le cadre
de la tombola (tirage) pour laquelle cette demande est faite sera
de \$ en espèces, ou une valeur équivalente
au détail.
Les prix de valeur au détail consisteront en

3. Closing date for the sale of the tickets will be
and the draw for a winner or winners will be made at (address)

3. La date finale pour la vente de billets sera le
et le tirage du ou des gagnant(s) sera fait au (adresse)

on (date)..... at (time).....

le (date)..... à (heure).....

If a series of draws, beginning date

S'il y a plusieurs tirages, première date

ending date Number of draws

dernière date Nombre de tirages

4. A winner or winners will be determined by (describe)

4. Le ou les gagnants seront déterminés (préciser)

and the winner or winners will be published (describe)

et le ou les gagnant(s) seront connus par (préciser)

5. The total number of tickets to be printed will be
and all tickets will be numbered consecutively from.....
to Price per ticket \$

5. Le nombre total des billets qui seront imprimés sera de.....
et tous les billets porteront des numéros consécutifs allant de
..... à Prix du billet \$.

Certificate / Attestation

We (name)/Nous soussignés(nom).....
of (organization) /de organisme).....
of (municipality)/de (municipalité)..... of the county of/ du comté de.....
jointly and severally, hereby certify that/attestons collectivement et individuellement que:

- 1) We have read, and have in our possession, and agree to comply with, the provisions of Schedule A-Terms and Conditions under which the Lottery Licence is issued.
- 2) We have read over this application.
- 3) All facts stated and information furnished herein are true and correct.
- 4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.
- 5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.

- 1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes à la délivrance d'un permis de tombola (tirage), que nous les avons en notre possession et que nous acceptons de nous y conformer,
- 2) Nous avons lu la présente formule,
- 3) Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts,
- 4) Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous,
- 5) Si un permis est délivré, nous engageons à en observer les modalités.

Signed/Signature		
Print Name/Nom en lettres moulées		
Title/Titre		
Bus. Telephone No. N°. de tél. d'aff.		
Date/Date		
Witness (sign) Témoin(signature)		

Lottery Licence Application Package

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 (see attached) are missing. This may result in the cancellation of your charitable gaming event.
- Municipality of Middlesex Centre requires a minimum of **5 days processing time and 10 days for first time licensees**.
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any Licence Application must have a good knowledge of the applicable Licence Terms and Conditions.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Activities are regulated by Criminal Code of Canada, Section 206 & 207, Ontario Order in Gaming Control Act, 1992 and Regulations.

You can obtain copies of the **Gaming Control Act** and **Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca.

Incomplete Applications

Please note that all information, including appropriate documentation and fees, must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licenced and all tickets must indicate the licence number.

It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

If you make changes to your Licence Application package before you submit it to the municipality, each change must be initialed on each document by the Licence Application signors and other signors of that document.

- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired Licences may **NOT** be amended or canceled.

Lottery Licence Application

Please provide all required ticket and prize information.

1. **Name of Organization:** _____

2. **Date of the Raffle/Draw:** _____

Raffle Ticket Information

A mock-up ticket is required with every Raffle Licence Application. The example below can be used as a guideline when making your own. The style of the ticket is up to the organization, but the Provincial Terms and conditions require the information outlined below to be incorporated into your ticket.

Please refer to the Terms and Conditions for Raffle Licence prepared by the Alcohol and Gaming Commission of Ontario www.agco.on.ca – Form 6004A.

Full Name of Organization (subheading)	Full Name of Organization (you can put subheading here)	
Name:	List all prizes: Quantity, Full Description & Retail Value	
Address:	1 st Prize - *****	
Phone #	2 nd Prize - *****	
Ticket #	3 rd Prize - *****	
Licence #M	Date, Time and Place of the Draw	
	Ticket #	Ticket Price
	No. of Tickets Printed	Licence #M

Please ensure your ticket contains all the information above. For perennial raffles, a copy of the previous year's ticket with details changed for the current year is acceptable.

6. For a 50/50 Draw – Maximum Value of the Prize: \$ _____

7. Further Information/Comments regarding Prizes:

Rules for the Draw and Collection of Prizes

8. Rules for the Draw:

9. Rules for the Collection of Prizes:

Lottery Licence Application Checklist

To avoid delays, ensure you are submitting a complete application.

A fully completed application must include:

- Licence fee of 3% of total prizes to be awarded (cheques payable to the Municipality of Middlesex Centre).
- The price of the tickets and a sample ticket
- Total number of tickets to be printed
- A copy of the Rules of Play for the draw and the collection of prizes
- If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- A full explanation of how credit card sales and dishonoured cheques will be handled
- The cut-off date for the sale of tickets by cheques and credit cards
- A complete list of prizes, with their full retail value (plus taxes)
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize

The municipality may also request:

- A business plan and budget for the raffle lottery
- A detailed ticket sales plan, including where, when and how sales will take place
- Any other documentation deemed necessary by the municipality
- A description of all the services to be obtained from each supplier
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued