

REQUIREMENTS FOR A ONCE ONLY BINGO LICENCE

✓	DOCUMENTS REQUIRED
	Signed & Complete Application Form
	Registered with Gaming Commission or Organization Has Been In Existence for One Year
	List of Board of Directors
	Completed Lottery Licensing Policy - Schedule "1" (Have Separate Bank Account Designated As A Lottery Trust Account, Just For This Lottery)
	Completed signed Questionnaire Respecting Application For Lottery Licence
	Organization Financial Statements/Budget From Previous Year
	Detailed Budget (Itemized how money is to be used from this Lottery)
	Letter from designated member in charge on Organization's Letterhead
	A Game Card
	Programme for the Bingo (Prizes, etc.)
	FEE - 3% OF THE Total Retail Value of Prizes (Cheque payable to the Town of Markham)

PLEASE NOTE

**If any of the above items are missing your application will not be processed.
Time for processing is Four (4) weeks.**

If you have any questions or concerns, please call (905) 477-7000 Extension 2300.

101 Town Centre Boulevard, Markham, Ontario L3R 9W3