

Bingo and Breakopen

APPLICATION GUIDE

- Select the licences you are applying for.
- This information is provided to help you complete your application.
- These instructions and/or explanations do not replace the Bingo and Breakopen Terms and Conditions.
- Please allow 6 weeks for us to process your completed application form.

SECTION A: Organization Information

This section provides us with important contact information. It also helps us determine your organization's eligibility for a licence.

- 1. Previous Licence:** If your organization was licensed in the past, include the licence number.
- 2. Organization's Full Legal Name:** Must be the full legal name of the organization.
- 3. Physical Address:** Provide your organization's street address, where the building is physically located.
- 4. Mailing Address:** Provide a mailing address, if different than the physical address.
- 5. Background Information:** First-time applicants and organizations that have not been licensed in over three years must complete this question and provide as many of the following supporting documents with the application:
 - charter
 - constitution and by-laws
 - articles of incorporation (and most recent corporate annual return)
 - minutes of most recent annual general meeting
 - membership list
 - most recent financial statement
 - bank statements
- 6. Current Executive:** This list must include complete information regarding your elected executive. Each person must know their personal information is being included on the application to be used for our purposes only. They must be prepared to respond to any inquiries regarding this application.
- 7. Bingo and Breakopen Contacts:** The bingo and breakopen chairs are our primary contacts. Their contact information must be included to ensure we communicate with the individuals from your organization who are responsible for your bingo and/or breakopen events.
- 8. Address Where Records Are Kept:** You must retain all records pertaining to your licensed events for a period of three years. The address of where the records are physically kept cannot be a P.O. box number.

SECTION B: Financial Information

This section will tell us about your financial plan for the operation of the event(s). It also provides us with details about your organization's general financial situation.

- 9. Estimated Expenses:** This section requires you to provide your budgeted expenses to operate bingo and/or breakopen events. Choose per event if you are applying for single events and per month or per year if you are applying for ongoing events. Use the selected period for all estimated expenses identified throughout this section.

All documents provided must be in the applicant organization's name. Additional documentation may be requested.



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The example below is for a licensee that operates ongoing weekly events; 4 events per month.

A. Wages – If you will be paying wages, you must identify each paid position and include the number of people in that position for each event. Total that amount for the selected period you are using. Example: You pay the caller \$50 per event, and 4 checkers \$10 each per event. You would specify:

Caller x 1 x \$50 x 4 = \$200

Checkers x 4 x \$10 x 4 = \$160

Indicate whether amounts for sections B through to F are either per event, month or year. Use the selected period for all estimated expenses identified throughout this section.

B. Promotions – Identify each promotional prize. Example: You give away door prizes valued at \$20 per event and you have budgeted \$100 monthly for promotional items based on themes such as Mother’s Day, Valentine’s Day, etc. You would specify:

Door Prizes = \$80

Promotional/Theme Items = \$100

C. Facility Rental – Identify the rent paid for the facility in which you operate your events. If your organization owns the facility in which you operate events, do not include rent as an expense. If you pay rent to operate your events in a publicly-owned facility (e.g. owned by another charitable organization), that amount will not be used in the calculation for allowable expenses. For those organizations wishing to sell breakopen tickets in privately-owned premises (e.g. a booth in a mall), the amount paid to a commercial entity will be used in the calculation for allowable expenses for breakopen. (Note: Expenses cannot exceed 10% of gross revenue for bingo and 7.5% of gross revenue for breakopen.)

D. Advertising – Identify each media used and the amount for all advertising for that period. If you use mobile signs or any other form of advertising, include them in this section.

Example: You wish to advertise weekly in a community newspaper at a cost of \$18 per ad. You would specify:

The Local Times = \$72

(calculation: \$18 x 4 ads)

E. Professional Services – Identify only those professional services used specifically for your bingo or breakopen events. The name of the supplier and the type of service provided needs to be included. These service suppliers may need to be licensed by us and we may contact you for more information. Example: Your organization has hired or has contracted with a professional bingo manager to assist you in the operation of your events for \$200 per event. You would specify:

Frank Lee - Bingo Management Services = \$800

(calculation: \$200 x 4 events)

F. Other Expenses – Please specify each item. This area could include such things as:

- bingo equipment rental, purchase or maintenance costs
- costs associated with volunteer appreciation (in lieu of wages)
- any other cost related to the operation of your event(s)

10. Use of Profits: List specific details on how the profits from the event will be spent. Please be specific. Who will a cheque be made out to? For example, write “utilities” or “property taxes” rather than “ongoing operating expenses”. Provide supporting documentation, such as a budget or financial plan, for any special projects or programs.

11. Profit Disbursement Date: Specify the date that all profits will be used in the areas you have identified. This question must be answered if:

- you are an ongoing licensee with a long-term special project you are saving for
- you are applying for a single event or a limited series of events

Special reporting will be required for funds held outside of your bingo and breakopen bank account or if funds will be held for more than 60 days after you cease operating. A detailed plan may be requested for long-term projects (e.g. construction of a new building).

12. Current Funds: Does your organization have current funds to cover the cost of prizes? You need to provide a guarantee that all prizes offered will be awarded as promised, regardless of the bingo and/or breakopen products sales. This may be in the form of a current bank statement showing a balance equal to or greater than the total cost of all prizes. If your organization does not have sufficient funds, an *Irrevocable Standby Letter of Credit* (sample available upon request) or bank draft is required.

We may ask for additional confirmation, if necessary.

13. Bingo and Breakopen Bank Account: A separate bingo and breakopen chequing account must be used to deposit all revenue. If you hold bingo and breakopen events, you may use one bank account, but separate deposits must be made for each. You may not transfer bingo or breakopen revenue into any of your organization's general operating accounts.

SECTION C: Bingo and Breakopen Event Information

This section provides us with information about your bingo and/or breakopen event's schedule and location.

14. Event Schedule and Location:

Select **Ongoing** if you do not have a planned end date, and you want to operate weekly, bi-weekly or monthly events.

Select **Limited Series** if you have a start and end date, and you want to operate weekly, bi-weekly or monthly events within that specific period.

Select **Single Event** for all one-day events.

The following example shows an organization applying for a limited series of bingo and breakopen events to be held from July 5 to December 15 on a weekly basis every Monday (1:00 p.m. to 4:00 p.m.) and every Wednesday (7:00 p.m. to 11:00 p.m.) at the same location.

If this organization is also applying for a breakopen licence to operate ongoing (no end date) weekly Sunday events at a different location, they would use Event #2, select only **Breakopen**, complete the information across as required and include the different event location information.

You may attach a separate sheet to apply for more than 3 different events. Please attach a schedule if you have an irregular schedule of events (e.g. breakopen tickets sold at all home games in your arena) or if you are not able to complete this section.

*** The **Event Start Time** MUST BE the time at which you intend to open the doors and start to conduct any part of your event, including pre-calling bonanza numbers, selling paper, etc. You cannot pre-call numbers prior to your event start time or prior to the time in which patrons are allowed in.

LICENCE TYPE	EVENT TYPE AND FREQUENCY		EVENT DAY(S)	EVENT TIME		EVENT LOCATION
				START	END	
Event #1 <input checked="" type="checkbox"/> Bingo <input checked="" type="checkbox"/> Breakopen	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Weekly OR <input type="checkbox"/> Bi-weekly Start: _____ (MM/DD/YYYY)	<input type="checkbox"/> Sunday			Building Name ABC Community Hall
	<input checked="" type="checkbox"/> Limited Series From: 07/05/2014 To: 12/15/2014	OR <input type="checkbox"/> Monthly <input type="checkbox"/> 1st wk <input type="checkbox"/> 2nd wk <input type="checkbox"/> 3rd wk <input type="checkbox"/> 4th wk	<input checked="" type="checkbox"/> Monday	1 pm	4 pm	Building Address 123 Main Street Anytown, Manitoba
	<input type="checkbox"/> Single Event Date: _____ (MM/DD/YYYY)		<input checked="" type="checkbox"/> Wednesday	7 pm	11 pm	Building Owner Community
			<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			

15. Closed Periods: You must identify any specific period of time when you do not intend to operate events within your schedule (e.g. summer closures, Christmas Day, etc.). You must notify us prior to any subsequent closures by submitting a Licence Amendment Request Form.

16. Partnerships or Associations: If you have formed a partnership or association with any other organization for the purpose of operating these events, please identify them in this section.

SECTION D: Bingo Program and Product Information

This section provides us with specific information about your bingo games, house rules and product used. We will use this section to determine whether you are conducting appropriate games and that the rules and criteria are clearly communicated to players.

17. Game Program and House Rules: You must attach the game program you will be providing to your players. It should clearly identify the games played and the prizes offered and must include your own house rules, as specified in 7.01 of the Bingo and Breakopen Terms and Conditions. Your organization's name, licence number and event start time should also be on your program.

18. Shared Accumulator: This section should be completed only if you belong to a group of licensees that offer a prize which accumulates and could be won at any one of the individual events.

19. Bingo Product: You must list all product offered for sale at your events. The product code, product description, the games played on them and the price charged for each must be identified. Please be sure you have included ALL PRODUCT you wish to use, as errors or omissions will cause problems when placing product orders with Manitoba Liquor & Lotteries.

Bingo Product Example:

PRODUCT CODE	PRODUCT DESCRIPTION	GAME PLAYED WITH THIS PRODUCT	SELLING PRICE
Single Sheets:			
062	3 TV Jackpot Strip-Green	Jackpot Special	\$1.00
052	3 TV Loose Sheet M-Lime	Loonie Pot	\$1.00

Section E: Reporting

20. If you will be required to report, please indicate the financial reporting method you would prefer and the person responsible for preparing and submitting the report.

Section F: Certification

21. The president and another executive must sign and date the application. Make sure both individuals have read, understood and agree to abide by the Bingo and Breakopen Terms and Conditions and the information included in your completed application before signing it.

Did you remember to:

This section of the application will provide a checklist to assist you with submitting a completed application for efficient and timely processing. Missing or incomplete information may result in your application being delayed or returned to you. When fully completed, please send your application form to our Gaming Licence Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGManitoba.ca or by fax to 204-954-9450.