



Monte Carlo Charity Event Application

The Saskatchewan Liquor and Gaming Authority may issue a licence pursuant to subsection 207 (1)(b) of the *Criminal Code*, authorizing charitable or religious organizations to conduct and manage lottery schemes.

Please allow a minimum of 15 business days for review.

Monte Carlo Charity Event application fee: \$20.00 (non-refundable)
A 25.00 administration fee will be charged for N.S.F. cheques.

Reminder, before you start, you will need the following:

- o Constitution
- o Charter and By-laws for your organization
- o A financial statement
- o Articles of incorporation (if applicable)

***Denotes Required Information**

Organization Information

*Legal name of organization: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

FOR OFFICE USE ONLY	
Licence #	
Officer:	

Organization Description

To determine if your organization qualifies for a charitable gaming licence, please read the eligibility section of our website at [www. slga.gov.sk.ca](http://www.sлга.gov.sk.ca). If you do not have access to the internet a copy of the eligibility guidelines can be made available by request to the Saskatchewan Liquor and Gaming Authority.

*Provide a summary description of your organization, outlining the charitable object(s) or purpose(s):

Has this organization ever held a lottery licence with Saskatchewan Liquor and Gaming Authority?

Yes No

If yes, provide your organization code and /or previous licence numbers (bingo, breakopen, raffle, Monte Carlo Charity Event and Texas Hold’Em Poker Tournament).

Organization Code: _____

Previous Licence Numbers: _____

Date your organization was established: Month : _____ Year: _____

*Total number of current members in your organization: _____

*Total number of current members 21 years of age and under: _____

*Is this organization registered with the Corporations Branch as a Non-Profit Organization?:

Yes No

If yes, provide registration number and a copy of the current complete Articles of Incorporation.

Registration number: _____

Attach the following information:

- o Financial statement
- o A copy of your organization’s charter
- o By-laws
- o Constitution
- o Articles of Incorporation (if applicable)

Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.

Executive Information

The following information is required for SLGA’s evaluation of the application. The Executive Members also agree to the release of their names and contact information in the event of an inquiry from the general public respecting the licence or the licenced event.

President or equivalent

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*Preferred method of communication (check only one):

E-mail E-mail address: _____

Fax Fax number: _____

Mail

Vice President or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov. _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

*Preferred method of communication (check only one):

E-mail E-mail address: _____

Fax Fax number: _____

Mail

Treasurer or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov. _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

*Preferred method of communication (check only one):

E-mail E-mail address: _____

Fax Fax number: _____

Mail

Secretary or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov. _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

*Preferred method of communication (check only one):

E-mail E-mail address: _____

Fax Fax number: _____

Mail

Prizes – Monte Carlo Charity Event

Please provide a detailed list of prizes with a breakdown of cash prizes, including percentages, if applicable. For any merchandise prizes, include retail value as well as organization costs for these items. The total retail prize value shall not exceed a retail value of \$5000, nor shall any individual prize exceed a retail value of \$2000.

Note: Cash prizes are not allowed.

Description of Prizes	Retail Prize Value (including taxes)	Your Cost (\$0 if donated) (including taxes)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Totals	\$	\$

If you require more space, fill out information on a separate sheet and attach.

A written price quote or purchase receipt from the retailer (i.e. dealership, travel agency, store, etc.) confirming the retail value must accompany the application. The merchandise must be available at the time of the event.

Detailed Financial Information for Event Revenue

This Financial Information relates to the Monte Carlo Charity Event revenue only:

Total Gross Revenue (# of tickets printed x entry fee)	\$
Organization’s cost of prizes	\$
*List of all proposed event expenses: Include details for SLGA approval	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Proceeds expected from this tournament	\$

*Proceeds from the event must be used for charitable or religious purposes approved by SLGA. Please list the purposes for which the expected tournament proceeds will be used.	
	\$
	\$
	\$
	\$
	\$

If you require more space, fill out information on a separate sheet and attach.

Contact or Event Chairperson

The contact person will be responsible for any correspondence with SLGA pertaining to this licence(s), and will be responsible for ensuring the event rules are adhered to during the event. The contact person also agrees to the release of his/her personal information by SLGA in the event of an inquiry from the general public respecting the licence or the licenced event.

If the main contact is a member of the Executive, select the position below:

- President or equivalent Vice President or equivalent Treasurer or equivalent
- Secretary or equivalent

OR fill in the contact information below:

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*Preferred method of communication (check only one):

- E-mail E-mail address: _____
- Fax Fax number: _____
- Mail

Lottery records must be kept and maintained in Saskatchewan. These records shall include: admission or entry tickets, list of entrants and winners, official licence addenda, financial reports, all banking and other information as stated in the Monte Carlo Charity Event Terms and Conditions.

Lottery records will be kept and maintained by:

- President or equivalent Vice President or equivalent Treasurer or equivalent
- Secretary or equivalent

OR fill in the information below:

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

Lottery Bank Account Information

The Licensee shall open and maintain a designated lottery bank account to administer all funds related to the conduct of the event. The Licensee shall have the option of:

- (i) Opening and maintaining one designated lottery bank account to administer all lotteries conducted by the Licensee; or
- (ii) Opening and maintaining separate designated lottery bank accounts for each type of lottery conducted by the Licensee.

Funds from this account cannot be transferred to a general or other account as per section 12 of the Monte Carlo Charity Event Terms and Conditions.

*Account Number: _____

*Financial Institution: _____

Signing Authority

The following unrelated individuals have bank signing authority for the above lottery account(s), minimum of two persons, maximum of four. At least two persons must be listed and/or selected.

If a member or members of the executive have signing authority, check off the position below.

President or equivalent Vice President or equivalent Treasurer or equivalent

Secretary or equivalent

OR fill in the contact information below:

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

Supporting Documentation

The following information must be attached or sent under separate cover for review and approval:

- *The complete house rules for the event outlining how the event will be conducted and winner determined.
- Rules of play

If your organization is a sports team/club/association/school or governing body, attach

- A copy of the official team roster(s) which would be submitted to your appropriate governing body (including birth dates) and the league/zone your team is affiliated with

If the proceeds from the lottery will be used for a capital expenditure project (ie. buildings, sports facilities, ball parks, etc.), attach a document containing:

- Description and proof of project
- Information as to final ownership
- Total cost and method of financing
- Projected timetable
- Your financial commitment to the project
- An alternate disbursement of the accumulated lottery funds in the event the project is cancelled
- Advertisement

Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.

Consent and Certification

I hereby consent, on behalf of the organization, to the Saskatchewan Liquor and Gaming Authority to release the following information to any person, under Section 24 of *The Freedom of Information and Protection of Privacy Act*:

- a. The organization’s full name, address and the number of the lottery licence issued to the organization.
- b. The charitable or religious object or purpose for which the organization states the proceeds from the lottery scheme will be used; and
- c. The amounts of all lottery scheme proceeds designated for each charitable or religious object of purpose.

I hereby certify on behalf of the organization, that all facts stated and information furnished are true and correct. The organization has read, understood and agrees to comply with all the Terms and Conditions.

*Certified correct this date _____

*Signature on behalf of the organization: _____

*Printed name: _____

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purpose for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

Send completed application and fee to:

Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, 12th Floor – 2500 Victoria Avenue
Regina, SK S4P 3M3
Fax: (306) 787-8981

Licence inquires or assistance:
Telephone: (306) 787-5563
Toll Free: 1-800-667-7565

Did you remember to:	<u>Yes</u>	<u>No</u>
a) Enclose the \$20.00 application fee? (make cheques payable to Saskatchewan Liquor and Gaming Authority.)	<input type="checkbox"/>	<input type="checkbox"/>
b) Sign and complete all sections of the application?	<input type="checkbox"/>	<input type="checkbox"/>
c) Attach the required price quotes on all merchandise prizes?	<input type="checkbox"/>	<input type="checkbox"/>
d) Attach the complete rules for the event?	<input type="checkbox"/>	<input type="checkbox"/>
e) Attach the official membership list if you are a sports team/club? (a Court of Queen's Bench decision prohibits the licensing of sports teams over the age of 21 years.)	<input type="checkbox"/>	<input type="checkbox"/>
f) Attach your current articles of incorporation, constitution, by-laws, and financial statement?	<input type="checkbox"/>	<input type="checkbox"/>
g) Attach any other documentation as requested on the application?	<input type="checkbox"/>	<input type="checkbox"/>

Remember, an incomplete application will delay the processing of your application.