



## What is a Social Gaming Event Licence?

It authorizes an organization to run a legal charitable gaming event that is ancillary to a social occasion by operating a maximum of 20 blackjack tables and wheels of fortune for a chance to win prizes.

## Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
  - relieve poverty
  - advance education
  - advance religion
  - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit.

Examples may include:

- hospitals
- youth activities or sports
- service clubs
- arts or culture.

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

## Note to Applicants

- This package is used to apply to the provincial office of the **Alcohol and Gaming Commission of Ontario (AGCO)** for charitable gaming event licences.
- Ensure that you read and understand **Social Gaming Event Licence Terms and Conditions** before proceeding with this package.
- Keep a copy of all licence application documents for your records.
- Activities are regulated by **Criminal Code of Canada, Section 206 & 207**, Ontario **Order in Council** and the **Gaming Control Act, 1992** and **Regulations**.
- The **Gaming Control Act, 1992** and **Regulations** can be purchased from **Publications Ontario**. To contact, check your telephone book Blue Pages.
- For information, refer to the **Guide to Charitable Gaming in Ontario** and other forms mentioned in this package, or contact:
  - your nearest municipal licensing office
  - AGCO.

## Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialled on each document by the **Licence Application** signers and other signers of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected (e.g. new municipal approval). AGCO requires at least 2 weeks written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your social gaming event **Licence** is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

## 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 (on Application) are missing. This may result in the cancellation of your charitable gaming event.

- Submit all social gaming event licence applications to AGCO.
- AGCO requires a minimum of 30 days processing time and 45 days for first time licensees.
- If you have a **GIN (Group Identification Number)**, print it on all documents and correspondence (and have it ready when phoning AGCO).
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing this **Licence Application** must comply with the **Social Gaming Event Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct the charitable gaming event without a licence.

## To Complete the Licence Application Form

The explanations given below are to assist in completing certain questions on the attached form.

### 2. Information on organization:

- a) **GIN**  
AGCO assigns one Group Identification Number per independent organization and prints it on all AGCO gaming event licences. It is a file number for tracking purposes only. Your licensing office may review your eligibility at any time.
- b) **Jurisdiction of incorporation**  
This is the province or country whose government issued your incorporation papers, e.g. Ontario, Canada, etc.

d) **How long has your organization existed?**

If requested, you must be able to show that you have delivered your charitable services for at least 1 year.

**3. Affiliates**

Your organization may be affiliated with other organizations that have similar interests, objects or clients. These may include, but are **NOT** limited to, membership in a league or umbrella organization, a chapter or branch of a larger organization, an associate charity under the **Income Tax Act** or an organization to which you report.

**4. Use of net proceeds**

List specific projects or items for which funds will be used. Only items listed in this section will be considered by AGCO for approval and they must fall within your objects or purposes as outlined in your governing documents. We are **NOT** asking for your mission statement or charitable purpose.

Once your gaming event licence is issued, if your organization intends to spend money on other items, a written request must be sent to your licensing officer as outlined under **Application Changes** on the first page of this package. Written approval must be issued by AGCO and received by your organization before proceeds can be spent on new items.

See **Social Gaming Event Licence Terms and Conditions, (6) Proceeds and Expenses.**

**5. Location and date of social occasion/gaming event:**

**Jurisdiction**

This is the name of the municipality, First Nation Reserve, unorganized territory or Crown land the event is held in and may be different than the name under "**City**".

A suitable location is a hall **NOT** open to the general public but rented for private functions, separate from other activities in the building and with separate access. Bars, restaurants, outdoor venues or moving conveyances (i.e. boats, trains) are **NOT** suitable locations.

One event per calendar month may be applied for. A social gaming event must be held in conjunction with a social occasion (e.g. dinner, dance) sponsored by the licensee or as approved by the Registrar. Event hours must fall within the social occasion and **NOT** be longer than 8 consecutive hours between 12 noon and 2 am. Municipal restrictions on hours of operation may vary. Check with your municipal licensing office for details.

See **Information Bulletin No. 13 - Locations Suitable for Social Gaming Events.**

**6. Games of chance & Licence fee**

A maximum of 20 blackjack table and wheel of fortune games are allowed. Wheels of fortune can be Chuck-a-Luck, Colour, Crazy

Colour Ball, Crown and Anchor, Fruit, Horse Race, Money, Number, Over and Under 7, Pony, Six Arrow (13 spaces and 6 arrows) and other wheels as authorized.

A raffle held at a social gaming event with prizes totalling \$5,000 or less full retail value (including taxes, duties, etc.) is applied for in this section. If prizes total over \$5,000 full retail value, use a **Raffle Licence Application Package** and submit it with this application to AGCO.

See **Social Gaming Event Licence Terms and Conditions, (4) Conduct of the Event** and **Raffle Licence Terms and Conditions.**

**7. Gaming Supplier information**

Social gaming event equipment must be manufactured and distributed and services provided to your organization supplied by a Gaming Supplier(s) currently registered under the **Gaming Control Act, 1992 (GCA)**. Ask to see their **Certificate of Registration**.

Gaming-related equipment used at your social gaming event (equipment that affects the outcome of the game, i.e. wheels, cards, chips, etc.) must be owned by your organization or a Gaming Supplier.

See **Social Gaming Event Licence Terms and Conditions, (2) Staffing** and **(3) Equipment, Supplies and Services.**

**8. Lottery trust account**

See **Social Gaming Event Licence Terms and Conditions, (8) Banking and Financial.**

**9. Declaration**

A Principal Officer has authority to sign on behalf of your organization, e.g. the President. The signing Principal Officer and signing Designated Member In Charge must be available and knowledgeable to provide additional information or answer questions required by the licensing office and the signing Designated Member In Charge must be in attendance for the duration of the event. They must provide telephone numbers where they can be reached during business hours.

Examples of conflict of interest which would exclude an individual from signing the **Licence Application** form include (but are **NOT** limited to) individuals who: report to or are paid by a Gaming Supplier which provides services/equipment for the gaming event; provide goods/services (including staff services) to the charitable organization and are paid directly or through a business with monies raised from the gaming event; are in a position to influence the issuance of a **Licence**.

It is important that the Principal Officer, Designated Member In Charge and other officers of the organization understand completely their responsibilities and their potential legal liability.

See **Social Gaming Event Licence Terms and Conditions, Definitions - Bona Fide Member, (1) General** and **(2) Staffing.**

# Licence Application Checklist

These items must be enclosed with each **Licence Application** form (DO NOT send separately):

- Licence fee**  
\$5 for each wheel and table game. If a raffle draw is held, there is an additional fee of 3% of the full retail value of prizes (including taxes, duties, etc.). Make payment to **Minister of Finance**. Post-dated payments will **NOT** be accepted. A \$35 administrative fee is charged for cheques returned by the bank.  
See **Social Gaming Event Licence Terms and Conditions, (6) Proceeds and Expenses**.
- Municipal or Band Council approval letter**
- Fair or Exhibition Board approval letter**  
If held during a designated fair or exhibition, the Board must approve your organization for the social gaming event date and say they will not apply for a Fair or Exhibition Gaming Event Licence.
- Prize invoice, bill of sale or price quote**  
For each raffle prize with full retail value of \$500 or more (including taxes, duties, etc.).
- Registered Gaming Supplier price quote & Charitable gaming event budget**  
See **Social Gaming Event Licence Terms and Conditions, (3) Equipment, Supplies and Services** and **(6) Proceeds and Expenses**.
- Information on suspended or cancelled gaming event licences**  
Attach particulars for occurrences in the last 2 years in any jurisdiction for any gaming event licence.
- Site contract**  
Must be on the location's form or letterhead and include: location name, address and phone number; charity organization name; event date; description and cost of goods and services provided; assurance that social gaming event location policies are complied with and no other social gaming event will take place there in the same calendar month; and signatures of the charity and location representatives above their printed names.  
See **Information Bulletin No. 13 - Locations Suitable for Social Gaming Events**.
- Volunteers working the event**  
List name, organization, organization title and gaming event title. To fulfill its legal requirement, the organization must have Bona Fide Members as gaming event volunteers.  
See **Social Gaming Event Licence Terms and Conditions, Definitions - Bona Fide Member** and **(2) Staffing**.
- Building Fund information**  
If you want to use proceeds from your charitable gaming event towards structures or land, you must meet the criteria in **Policies for the Establishment of Building Funds**.

First-time applicants must enclose copies of:

- Governing documents**  
Letters Patent, by-laws, constitution, charter, trust deed, memorandum/articles of association, signed as required.
- Revenue Canada Notification of Registration letter**  
If your organization is registered.
- Detailed outline of programs/services**  
What they are, how delivered to clients, specific costs, supporting materials, etc.
- Organization's current operating budget**
- Organization's verified financial statements for last fiscal year**
- List of Board of Directors**  
See **Social Gaming Event Licence Terms and Conditions, Definitions - Board of Directors**.
- Youth sport groups: number of members and their ages**

If AGCO has already issued gaming event licences to your organization, you must provide:

- Outstanding social gaming event financial reports**  
See **Social Gaming Event Licence Terms and Conditions, (9) Reporting Requirements**.
- Outstanding financial reports for other charitable gaming events**
- Outstanding information requests from your licensing office**
- Annual updated List of Board of Directors**
- Youth sport groups: annual update on number of members and ages**
- Changes to governing documents and Revenue Canada status**  
Includes amendments, supplements, reinstatements, revocations, dissolutions, etc.
- Annual verified financial statements**  
See **Social Gaming Event Licence Terms and Conditions, (9) Reporting Requirements**.

You may be asked to provide AGCO with more information.



If the 2 pages of instructions are missing,  
contact your licensing office for a new form.

Please print or type

<p><b>1. Previous charitable gaming licence</b></p> <p>Has your organization ever applied for a charitable gaming event licence?</p> <p><input type="checkbox"/> No      If Yes: _____</p> <p>AGCO: _____</p> <p>What is the most recent licence number issued by: _____ <b>P</b></p> <p>Municipality: _____ <b>M</b></p> <p>Have you had gaming event licences cancelled or suspended in any jurisdiction in the last 2 years?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b>FOR OFFICE USE ONLY:</b></p>
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<p><b>2. Information on organization</b></p> <p>a) Incorporated or legal name _____ GIN</p>		
Street address of organization _____	City _____	Province _____
Postal Code _____	Telephone no. _____	Fax no. _____
Mailing address (if different) _____		Postal Code _____

<p>b) Is your organization incorporated?</p> <p><input type="checkbox"/> No      If Yes:      Incorporation number _____      Jurisdiction of incorporation _____</p>		
<p>c) Is your organization registered as a Charitable Organization with Revenue Canada?</p> <p><input type="checkbox"/> No      If Yes:      Revenue Canada Registration number _____ →</p>		
d) How long has your organization existed? _____ Years	What is the financial year-end of your organization? _____	MM      DD

<p><b>3. Affiliates</b></p> <p>Is your organization affiliated with any corporations or organizations?</p> <p><input type="checkbox"/> No      If Yes: List the legal names (Attach separate sheet if necessary)</p>	
a) _____	b) _____

<p><b>4. Use of net proceeds</b></p> <p>What will the money raised from this event be used for? (Attach separate sheet if necessary)</p>	
a) _____	b) _____
c) _____	d) _____

**5. Location and date of social occasion/gaming event**

Name of location

Street address

City Province Postal Code Jurisdiction

Event date Social occasion starting time Social occasion ending time Social gaming event starting time Social gaming event ending time  
 YY MM DD am pm am pm am pm am pm

Social occasion name Social occasion activity(ies)

Is the social occasion being conducted by the applicant?

Yes  If No:

Name of organization conducting social occasion

**6. Games of chance & Licence fee**

Games	Number	Will admission tickets be sold?	
Blackjack tables		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wheels of fortune: list names		Will there be a raffle?	
a)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b)			
c)		<b>Licence fee rate</b>	<b>Sub-total Licence fees</b>
<b>Total number of tables and wheels</b>		x \$5	= \$
Raffle prize full retail value (incl. taxes, etc.)	\$	x 3%	= \$
<b>Total Licence Fee</b>			<b>\$</b>

**7. Gaming Supplier information**

Will you be using gaming-related equipment at the social gaming event that is owned by your organization?

Yes  No

Will you be using services or equipment from outside your organization to assist with the social gaming event?

No  If Yes ▶ Registered name of Gaming Supplier(s):

GCA Registration number

GCA Registration number

**8. Lottery trust account**

Name of Financial Institution where lottery funds are held

Account number

Address

City

