

## Bingo Licence Application – Community

**Before completing the attached licence application form, read the following information.**

The attached bingo licence application must be completed in full prior to submission. Applications will not be processed if all required information has not been completed and supporting documents have not been included. **Bingo licence applications must be submitted at least 4 weeks prior to your first event.**

### BINGO EVENT INFORMATION

The Bingo Licence will be mailed to the Bingo Chairperson at the organization address.

For Community Bingo Terms and Conditions, refer to [Community Bingo Terms & Conditions](#)

### AGLC INTERNET ACCOUNT

Online web-based services are currently available to registered AGLC charitable gaming organizations. To access AGLC's secure web application services, to complete the [Internet Account Request Form](#) available on AGLC web site at [aglc.ca](#). The list of services available to charitable gaming organizations include the ability: to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

### USE OF GAMING PROCEEDS

Gaming proceeds must only be used for AGLC approved uses essential to the delivery of the group's charitable or religious program in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). For more information contact Use of Proceeds at 1-855-506-1066 or at [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca).

Disbursement of gaming proceeds must be made within 36 months of receipt of the proceeds. Any extension of this time period must have prior written approval.

#### The following uses require prior approval:

- Bursaries and Scholarships
- Community Events over \$100,000
- Donations (exceeding certain thresholds)
  - Over \$25,000 to non-AGLC licensed groups
  - Over \$10,000 to groups outside Alberta
  - Over \$5,000 to groups outside Canada
- Emergency Funds
- Endowment Funds
- Facility
- Vehicles
- Wages, Salaries, Fees for Service, Honorariums

### LICENSING INFORMATION

Alberta Gaming, Liquor & Cannabis (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only eligible charities or religious groups are licensed.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- Conducting a gaming event without a licence is a Criminal Code offence.
- All required financial reports must be up-to-date before new applications are processed.

AGLC must approve any changes to the approved licence or approved use of proceeds.

### PROTECTION OF PRIVACY

The personal information requested on this form is collected under the authority of Section 4(c) of the Alberta Protection of Privacy Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing.

Automated systems may be used for internal analytics and/or support. If you have any questions, please contact our Privacy Officer at [privacy@aglc.ca](mailto:privacy@aglc.ca) or via mail: AGLC, 50 Corriveau Avenue, St. Albert, AB T8N 3T5.

## Bingo Licence Application - Community

This form may be obtained from our website: [aglc.ca](http://aglc.ca)

Application must be submitted at least four (4) weeks prior to the first event.

**TO AVOID APPLICATION DELAYS IT IS MANDATORY TO COMPLETE THE FOLLOWING FIELDS**

Organization Name (as it appears on the Certificate of Incorporation)			AGLC ID#	
Organization's Legal Address		City/Town	Province	Postal Code
Organization Phone	Organization Email		Organization Website	

Mailing Address (if different than legal)	City/Town	Province	Postal Code
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**AGLC requires a Communication Contact email address for purposed of sharing and collecting important information related to charitable gaming licensing, policies and processes. Ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.**

Communication Contact Email

### Bingo Chairperson (For correspondence – may be contacted for clarification of this application)

Legal Last Name		Legal First Name		
Legal Middle Name		Preferred Name		
Date of Birth (YY/MM/DD)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to disclose		
Mailing Address	City/Town	Province	Postal Code	
Contact Phone		Email		

### Authorization for Application – Volunteer Elected Executive

The undersigned confirms a) they are authorized to make this application and b) all information on or related to this application is current and accurate.

Volunteer Elected Executive Signature		Position Held		
Legal Last Name		Legal First Name		
Legal Middle Name	Preferred Name		Date of Birth (YY/MM/DD)	
Mailing Address				
City/Town	Province		Postal Code	
Contact Phone	Email			

## Bingo Licence Class

Check (✓) one

- ☐ \$20,000 or less (for gross annual sales of \$20,000 or less) Designated bingo bank account not required.  
☐ \$150,000 or less (for gross annual sales more than \$20,000).  
☐ Over \$150,000 (for gross annual sales of \$150,000 or more). \$10 licence fee required per event.

☐ A single event to be held on \_\_\_\_\_, \_\_\_\_\_

☐ A series of events from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

☐ Weekly (day of the week) \_\_\_\_\_

☐ Monthly (day and dates) \_\_\_\_\_

☐ Dates event not held \_\_\_\_\_

Total number of Events to be held:

Licence Fees (if applicable) x \$10/event:

## Minors Authorization Request

- ☐ Minors accompanied by an adult may play bingo in accordance with terms and conditions.

## Event

Use 24-hour clock (if details of events differ, use second column.)

Day of week _____	Time: Start _____ Hrs.	Time: Finish _____ Hrs.
Day of Week _____	Time: Start _____ Hrs.	Time: Finish _____ Hrs.

## Bank Account

A separate bingo bank account shall be established (**only for bingo with gross annual sales more than \$20,000**). NOTE: You may not use an existing gaming account for more than one active licence. The account must have chequing privileges, and all bingo revenue shall be deposited into this account, with all payments made by cheque.

Name of Financial Institution (bank, credit union, etc.)

Institution Code

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Transit Number

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Account Number

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## Name and Street Address of Bingo Location

Name

Street Address

City/Town

Province

Postal Code

**Any activity not specifically permitted in the Terms and Conditions, or the Charitable Gaming Policies Handbook is prohibited.**

**Retain copies of all documents submitted to Alberta Gaming, Liquor & Cannabis**

**Complete the following checklist and include required supporting documentation.**

- ☐ \*Licence fee (if applicable) - cheque/money order payable to AGLC.
- ☐ Rules of Play and House Rules governing operation of bingo.
- ☐ Schedule of games and prize payouts for each individual game to be played.
- ☐ Include **one** of the following:
  - Copy of land title certificate (if not previously submitted).
  - Copy of current lease agreement or rental agreement.
  - Copy of rental agreement or approval letter from authorized delegate authorizing usage of premises for gaming activity. Must include details of gaming event and location.

*No fee is charged for community bingos where the annual gross proceeds are less than \$150,000/year.*

**Expenses Per Event**

Community bingo not to exceed 10% of Gross revenue

Paper Products		
Caller		
Cashier		
Advertising		
Rent		
Bingo Coordinator (if applicable, refer to policy)		
Volunteer Meals/Refreshments		
Value of Merchandise		
<b>TOTAL</b>		

For first time applicants **ONLY**, complete the following community benefit questions.

**Describe the group's programs and activities:**

**BUSINESSES, INDIVIDUALS AND GOVERNMENT ARE NOT ELIGIBLE**

**How do you propose to spend your gaming proceeds?**

**NOT ELIGIBLE: SOCIAL ACTIVITIES/EVENTS, APPAREL AND PERSONAL ITEMS/EXPENSES**

Number of Voting members (18 years and over)

**AGLC Contact Information**

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: 780-651-7600  
Toll-Free: 1-855-506-1066

website: [aglc.ca](http://aglc.ca)  
Email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)