



Application to Manage and Conduct a Raffle Lottery

A fully completed application package must be submitted to the Municipality at least 45 days prior to the date on which the applicant wishes to hold the raffle. The application package must include:

- First time applicants must include ALL documents outlined on the New Applicant Lottery Eligibility form;
- The Correct Licence Fee (3% of prize value);
- A bank statement showing the current balance of the lottery trust account(dated within 1 week of submission);
- A complete list of prizes, with their full retail value (plus applicable taxes), and a detailed description of the sequence of the prize draws, and in the case of 50/50 draws, the maximum value of the prize;
- Copies of all receipts and invoices, purchase orders, bills of sale or letters of intent for each prize of \$500.00 or more(including multiples of the same item totaling more than \$500.00);
- If the prize value is \$5,000 or more, an irrevocable letter of credit from a bank or financial institution is required and must be made payable to the municipality, for the full retail value of all prizes to be awarded, including taxes, with an expiry date of no less than 45 days after the last draw (NOTE: if the prize value is less than \$5,000, you may still be required by the Municipality to supply a financial guarantee);
- The application package must show that the total value of the prize(s) to be awarded is no less than 20% of the gross proceeds from the sale of all tickets printed.
- Location, Date, and Time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events);

- A sample of the proposed ticket, including the stub, indicating:
 - **licence number;**
 - **name of Licensee;**
 - **location(s), date(s) and time(s) of draw;**
 - **a description, including the nature, number and value of the prize(s) to be awarded;**
 - **price of ticket;**
 - **individual ticket number;**
 - **total number of tickets printed.**

- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be used;

- The rules for the draw and the collection of prizes including:
 - **Where and when winners names will be published;**
 - **What will take place if a winner is not present (for 50/50);**
 - **How credit card sales and dishonoured cheques will be handled;**
 - **The cut-off date for the sale of tickets by cheques and credit cards;**

- A detailed plan as to how the winners will be contacted and where the winners will be published;

- A detailed list of the proposed uses of proceeds.