



### RAFFLE APPLICATION CHECKLIST

These items must be enclosed with each **Licence Application** form. (**Do not** send separately):

- Licence fee – 3% of licence prize board taken out of Lottery Trust Account. Please make cheque payable to Municipality of Thames Centre
- Are all prior Lottery Licence reports in, correct and on time 30 days after the event took place.
- Completed application form signed by two principal officers of your organization
- A fully completed application must include:
  - Location, date & 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)
  - The price of the tickets and a sample ticket
  - Total number of tickets to be printed
  - Rules for the draw and the collection of prizes
  - If the prize value is \$10,000 or more, a financial guarantee from a 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
  - copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes
  - the cut-off date for the sale of tickets by cheques and credit cards
  - a complete list of prizes, with their full retail value (plus 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. Keep in mind that your total prize value must be no less than 20% of the gross sales earned from the sale of your tickets.**
- Current Bank Statement
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- Membership list, if applicable;
- Organization's Annual Report, if applicable



## **INSTRUCTIONS FOR COMPLETING RAFFLE LOTTERY APPLICATIONS**

Please direct any inquiries to the Lotteries Division at 268-7334.

Raffle lottery applications where the prizes to be awarded are \$50,000 or less are issued by the Municipality and should be submitted to the Lotteries Division of the Clerk's Department with the following documents:

- A fully completed application form, which includes witnessed signatures by two principal officers of your organization.
- A draft copy of the ticket format to be printed. The licence number will not be available for inclusion on this draft.
- A complete list of prizes to be awarded and their retail market value including all taxes. Keep in mind that your total prize value must be no less than 20% of the gross sales earned from the sale of your tickets, based on the assumption you will sell all tickets printed.
- Where the value of prizes exceeds \$10,000, a letter of credit from your organization's financial institution, made payable to the Municipal Treasurer must be submitted to secure the prizes to be awarded. The letter of credit must be in the amount of the total value of prizes to be awarded with an expiry date of no less than 45 days after the last draw date.
- A cheque for your licence fee, drawn from your designated lottery trust account (see section 10 of the "Raffle Lottery Terms and Conditions") in the amount of 3% of the retail market value of the prizes to be awarded.
- A fully completed application must include:
  - Location, date & 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)
  - The price of the tickets and a sample ticket
  - Total number of tickets to be printed
  - Rules for the draw and the collection of prizes
  - copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes
  - the cut-off date for the sale of tickets by cheques and credit cards
  - a complete list of prizes, with their full retail value (plus 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. Keep in mind that your total prize value must be no less than 20% of the gross sales earned from the sale of your tickets.

- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- Membership list, if applicable;
- Organization's Annual Report, if applicable

**\*\*Prizes Exceeding \$50,000\*\***

Where the total value of prizes exceeds \$50,000, please contact the Lotteries Division of the Clerk's Department for more information.

# RAFFLE TICKET

As a draft copy of the ticket format is required with every Raffle Lottery Application, the sample ticket illustrated below can be used as a guideline when making your own. The style of the ticket is up to the organization but the AGCO's Terms and Conditions require the information outlined below to be incorporated into your ticket.

It is important for all organizations to refer to the Terms and Conditions when applying for a licence. This will speed up the process of issuing a licence.

We are experiencing many oversights in these areas. Please refer to the Terms and Conditions for Section 4 on "Ticket Requirements" and all of Section 10 on "Banking and Financial".

Please call Lotteries Division at 268-7334 to further confirm any details that may be unclear.

## SAMPLE

<i>Full Proper Name of Organization *Only*</i>  You can put a subheading here  Name: _____  Address _____  _____  Phone #: _____  Ticket #: _____  # of tickets printed: _____  Licence #: <u>M#####</u>	<i>Full Proper Name of Organization *Only*</i> You can put a subheading here  List all Prizes: Quantity, Full Description & Retail Value  Place, Address, Time and Date of the Draw  Ticket #: _____ # of tickets printed:  Ticket Value \$ _____ Licence #: <u>M#####</u>
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# SAMPLE

## IRREVOCABLE AND UNCONDITIONAL LETTER OF CREDIT

TO: The Corporation of the Municipality of Thames Centre  
4305 Hamilton Road  
Dorchester, ON N0L 1G3

Pursuant to the request of our customer (name) we the undersigned (name of Financial Institution) hereby establish unconditionally an irrevocable line of credit in your favour in the total amount of (amount of Security) which may be drawn on by you to the extent required in connection with security the prize package for (type of lottery) lottery.

Provided, however that you are able to deliver to us, at such time as written demand for payment is made upon us, a certificate purported to be signed by an authorized officer of the Minister of Finance Alcohol and Gaming Commission of Ontario, agreeing and/or confirming that the monies drawn pursuant to this Standby Letter of Credit No. \_\_\_\_\_ will be retained and used by you to meet our customer's obligations in connection with the Agreement between the customer, others (if any), and the beneficiary.

The amount of this credit may be reduced from time to time as advised by notice in writing given by you to the undersigned. It is understood that this obligation is between (Name of Financial Institution) and The Corporation of the Municipality of Thames Centre and any such notice shall not be used for any other purpose than set forth herein.

Drawings under this letter of credit shall be in the form of a written demand for payment made by The Corporation of the Municipality of Thames Centre. We shall pay to you the amount stated in the said demand, to be payable to you by way of our draft, without enquiring whether you have a right to such amount as between yourself and our customer, provided that such amount, together with other amounts paid to you under this letter of credit, if any, does not exceed in the aggregate that total amount of this letter of credit, reduced if at all in accordance with your written notice referred to above.

This letter of credit shall continue up to (Expiry Date) and will expire on that date and you may call for payment of the full amount outstanding under this letter of credit at any time prior to that date. This letter of credit and every extension thereof shall be deemed to be automatically extended without amendment from one year from its expiry date unless at least 60 days prior to such expiry date we shall notify you in writing by registered mail that we elect not to extend this letter of credit or any extension thereof after it expires. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certification that the amounts drawn will be retained and used by you to meet obligations incurred or to be incurred in connection with the matter referred to in the first paragraph above; further, that you will release any amount not required by you.

This Stand-By Letter of Credit is governed by the Uniform Rules and Customs of the International Chamber of Commerce relating to documentary credit, 1993 revision (Publication No. 500) and commits the Bank in accordance with these uniform rules and customs.

FOR: FINANCIAL INSTITUTION  
(Authorized Signatures) \*