

BAZAAR LOTTERY APPLICATION CHECKLIST

- 1) An organization must be approved by the lottery licencing officer of the City as eligible for lottery licencing prior to applying for a licence to conduct a lottery in the City of Stratford. Eligibility is determined by submitting a completed “Eligibility Questionnaire” and the documentation requested therein.
- 2) The net proceeds derived from the conduct of the Lottery may only be used for purposes permitted by the Regulations. The proposed uses must be included in the Licence Application or have been previously approved as submitted in the organization’s “Annual List of Lottery Uses” for the current year. Net proceeds may not be used for any other purpose without prior approval in writing from the licencing authority.
- 3) A Bazaar is any event where goods are offered for sale and may have any combination of the following lotteries:
 - a) A raffle not exceeding \$500.00 in prizes.
 - b) A bingo not exceeding \$500.00 in prizes.
 - c) A maximum of 3 wheels of fortune with a maximum \$2.00 bet.

In order to make it easier to complete the Application to Manage and Conduct a Lottery Type Scheme at a Bazaar , the following checklist lists the information to be submitted with your Application.

INFORMATION TO BE FILED	ATTACHED
<p>Original Application to Manage and Conduct a Lottery Scheme at a Bazaar Including “the charitable or religious objects or purposes to which proceeds are to be donated”. If an “Annual List of Uses” for the current year has been approved indicate “as per Annual List submitted” on the application.</p>	<input type="checkbox"/>
<p>Sample of Proposed Raffle Ticket (only for those Bazaar’s conducting a Raffle in conjunction with the event). Tickets must include:</p> <ol style="list-style-type: none"> 1. Lottery licence number 2. Name of the licenced organization 3. Description of the prize 4. Price of each ticket 5. Number of the ticket 6. Total number of tickets printed 	<input type="checkbox"/>
<p>Cheque from Lottery Trust Account for Licence Fee payable to the “City of Stratford” Amount of the cheque is calculated by multiplying the number of wheels of fortune by \$10.00, plus if a raffle or bingo is conducted in conjunction with the event, an additional fee of 3% of the prize value for both the raffle and bingo is to be added.</p>	<input type="checkbox"/>
<p>By completing and signing a lottery licence application, the principal officers of the organization are on behalf of the organization agreeing that the Terms and Conditions under which a lottery licence is issued will be followed. Failure to abide by the Terms and Conditions is cause for the denial of future applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member in Charge and the organization.</p>	

If you have questions, please contact **Nancy Bridges ext 238**