

Lottery Licence Information

LOTTERY LICENCE APPLICATION CHECKLIST

1. It is the responsibility of each applicant whose signature appears on the Licence Application and/or anyone who is taking responsibility for the conduct of the lottery event to read and fully understand the Alcohol and Gaming Commission of Ontario's (AGCO) Terms and Conditions relating to the type of lottery scheme being conducted. (Terms and Conditions are available at City Hall or on the AGCO website at [www.agco.on.ca /gaming and lottery / charitable lottery licensing.](http://www.agco.on.ca/gaming%20and%20lottery/charitable%20lottery%20licensing))
2. Organizations applying for a Lottery Licence in the Province of Ontario are required by law to have a Lottery Trust Account at any Chartered Bank, Loan or Trust company or Province of Ontario Savings Office and provide proof of such to the Licensing Authority (City Of Guelph).
3. Please complete the application for licensing eligibility and submit with the Lottery licence application, the applicable fee and a **sample ticket**.
4. Complete the Lottery Licence Application in its entirety. Print clearly and legibly. Do not leave any blank spaces. If the information is not available or not applicable to your situation write "n/a" in the space provided. Incomplete or illegible forms will not be processed.
5. The full name of the organization, full mailing address with day time contact telephone numbers, and email address must be submitted on application.
6. Local Charities, Religious Organizations, or other purposes for which the lottery proceeds are to be donated must be specific in description.
7. The proceeds raised from the lottery event must benefit the community of the City of Guelph and/or the County of Wellington.
8. The total value of all prizes to be awarded is based on the retail market value (including taxes); this includes prizes that have been donated.
9. The prize value must be a minimum of twenty percent (20%) of the anticipated gross proceeds of the total sale of all tickets.
11. The fee for the Lottery Licence is three percent (3%) of the total value of the prizes or cash to be awarded.
12. If the total value of the prizes to be awarded is in excess of ten thousand dollars (\$10 000.00) an irrevocable letter of credit from a Chartered Bank of Canada, or other registered financial institution in Ontario, must be submitted to and made payable to the Licensing Authority (City of Guelph), which expires no sooner than forty five (45) days after the last day of the lottery event as specified in the licence. (The irrevocable letter of credit will be returned once all lottery reports are submitted and information verified).

13. The total number of tickets to be printed must be determined and indicated on the application.
14. Please include a copy of the Gaming Control Act Certificate of Registration for the retail location where the Break Open Tickets are to be sold. (Nevada only)
15. Attach a copy of the Agreement to Sell Break Open (Nevada) tickets (Charity – Retailer agreement). (Nevada only)
- 16. Applications take approximately ten (10) business days to process. Lottery Licences will not be faxed but can be mailed if time permits.**
17. City staff will not distribute the Lottery Licence number by phone.
18. Please read the statement of certificate at the bottom of the licence before signing your name on the application. If you do not agree with any of the statements made or have not read and fully understood the Terms and Conditions as outlined by the AGCO than do not sign the application until such time as you agree to and understand the Terms and Conditions. Please be aware that it is an offence under the Gaming Control Act and the Criminal Code of Canada to conduct a lottery event in the Province of Ontario without a Lottery Licence, or to conduct an event outside of the Terms and Conditions under which the licence was granted.
19. If any one of the above steps have not been completed a licence will not be approved and the application will be void.

N.B. A Lottery report must be submitted within 30 days of the Lottery event to the City of Guelph.

For further inquiry please contact Bylaw Compliance, Security and Licensing Department at 519-822-1260 ext. 2551 during regular business hours or licensing@guelph.ca