



RAFFLE LICENCE REQUIREMENTS

It should be noted that it is the licensee's responsibility to know the "Terms and Conditions" and policies set forth by the Registrar of the Alcohol and Gaming Commission of Ontario. A copy is provided to you with your Raffle Application and Raffle Report.

PLEASE READ THE FOLLOWING CAREFULLY:

1. Your completed application and your cheque payable to the Municipality of Leamington in the amount of 3% of the value of the prize is to be submitted at least three (3) days prior to the date you plan to order your raffle tickets.
2. The market retail value of the prize(s) to be awarded shall not be less than 20% of the anticipated gross receipts from the sale of the tickets calculated on the total number of tickets expected to be sold multiplied by the price per ticket as approved on the licence application.
3. The value of the prize(s) shall include the amount of any duty, tax, sales tax or other cost that may be in addition to the base purchase price of the prize, and shall be paid by the licensee. Prize(s) shall be awarded free and clear of any mortgage, lien or any other encumbrances.
4. Where the prize(s) have of a value over \$10,000.00 legible copies of a firm price quotation, invoice, or agreement to purchase, are to be obtained and made available to the Municipality.
5. Policy No. P09-Lotteries of the Municipality of Leamington requires that an irrevocable Letter of Credit is required for the full prize value from charities conducting raffle lotteries with a prize value over \$10,000.00.
6. A licence number for the raffle lottery will not be provided until the licence has been approved by the licensing authority.
7. The raffle licence number MUST be printed on your raffle tickets.
8. No person under the age of 18 may purchase raffle tickets. The Ontario Gaming Commission recommends that no person under 14 be allowed to sell tickets. The Commission advises that anyone under the age of 18 is not responsible for any misconduct with regard to the sale of tickets and that the designated members (those individuals that signed the application) will be responsible for those persons under the age of 18.

9. The attached lottery report must be filed within 30 days of the date of the last draw and returned to the Leamington Municipal Office.

Please be sure to include the following information on the FACE of the ticket (customer's portion):

- a) Name of the licensed organization
- b) Location at which the draw(s) is to be held
- c) Date and time of draw
- d) Description and value of the prize(s)
- e) Lottery licence number
- f) Price of the tickets
- g) Number of tickets printed
- h) Serial number of Ticket

Please be sure to include the following information on the STUB of the ticket (organization's portion):

- a) Name of the licensed organization
- b) Lottery licence number
- c) Serial number of Ticket

* Make sure there is adequate space for the name, address and telephone number of the ticket purchaser.

Please be sure to forward the following information to the Municipality to ensure the raffle conducted is according to the Alcohol and Gaming Commission of Ontario (AGCO):

- a) Number of sold and unsold tickets received
- b) List of winners and their telephone numbers
- c) Copy of any advertisements used
- d) Copies of all deposit slips, stamped by the bank
- e) Copies of all deposits made to lottery trust account
- f) Does the value of prizes agree to application?
- g) Does the number of tickets printed agree to application?
- h) Is your advertisement of the winners in accordance with the application?

Kim Siddall, Deputy Clerk