



# CHECKLIST FOR BINGO APPLICANTS

Bingo applications must be submitted in quadruplicate (4 copies).

The last page must contain original signature(s) and original Notary Seal and Information

- Applications MUST be submitted 3 ½ weeks prior to the event
- A copy of the Registration Card issued by LGCCC must accompany the application and should be current through the date of the Bingo
- If this is your first time filling an application in Bridgewater Township, a copy of your Organization's bylaws must be provided
- Fees: \$20 for each date a game of bingo is conducted
  - ✓ Two checks are required - 1) LGCCC 2) Bridgewater Township  
The amount due to LGCCC is the same amount that is due to Bridgewater Township

# Filling out a Bingo Application

[Click here for an Application for Bingo License](#)

## Application & ID Number

- Application No. BA - This is the number to be provided by the municipality once the application is approved. The applicant should leave this area blank
- Identification No. – This is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the Bingo, or the application will be denied

## PART A

- The name of the Organization MUST match the name of the Registration Card Issued by LGCCC
- You must state the date Bingo will be conducted
- Indicate hours the Bingo will be conducted (e.g. 7am to 12pm)
- Enter the address where the Bingo will be held. This address must be located in the Township of Bridgewater
- If premises are rented, indicate name & address of owner and include [Form 10 \(Statement of Landlord\)](#)

# Filling out a Bingo Application

## PART B

- Equipment and Premises rented and listed in the schedule of expenses MUST be approved by the LGCCC
- Payment for prizes in a draw raffle must be made PRIOR to the date of the drawing
- The expenses listed in this section must be goods, wares or merchandize. Services cannot be listed as an expense

## PART C

- #1 – You must indicate the purpose for which the proceeds will be used for
- #2 – This section is only filled out if the hosting organization will be donating proceeds to another organization. While organizations may donate proceeds to another organization, this does not mean the benefitting organization is “borrowing the license” or can operate without the licensed organization. It means the organization is benefiting from the collected proceeds. This information must be clearly stated in the Bingo report of operations or may otherwise result in future application denials by the LGCCC

# Filling out a Bingo Application

## PART D

- Description of prizes must be listed in this section
- You must ensure that the prizes offered are not prohibited by the LGCCC. Prohibited prizes include bonds, real estate, shares, weapons, tobacco products, vehicle leases. Please visit the LGCCC website for an exhaustive list.
- Indicate the approximate value of the prizes. The amount due for each game of chance is dependent on the anticipated and actual retail value of the prizes awarded. If no amount is indicated, LGCCC will assume the highest value for fee purposes.
- Attach Schedule of Games to be conducted

## PART E

- This list should include at least one of the officers of the organization who own the LGCCC registration card. The address, telephone number and age of officer(s) should be provided.

# Filling out a Bingo Application

## PART F

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- This list should include at least one of the members of the organization. The address, telephone number and age of member should be provided.
- Members listed in this section are responsible for the application, reports, handling of games etc. Their information should be listed in order of the best contact person and may be duplicative of those members listed as officers.

## PART G

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- This list should include at least one of the members of the organization. The address, telephone number and age of member should be provided.
- Members listed in this section are responsible for actually conducting the game when it is held. Their information should be listed in order of the best contact person and may be duplicative of those members listed as officers.

# Filling out a Bingo Application

## PART H

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- This section should only be filled out if more than one organization will be assisting in the conduct of the game. They **MUST** be a registered organization with the LGCCC.

## PART I

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- Copies of this page will not be accepted
- All four (4) copies of the application submitted for each game of chance must have original signature(s) and original Notary Seal and Information
- Signature of Officer and Title - One of the officers named in PART E must sign and note their title. Their signature signifies that the application can use the registration from the LGCCC.
- Signature of Member in Charge – All members listed as being in charge of the Bingo in PART F & G should sign this section. These members' signatures signify agreement to comply with all statutes and guidelines for games of chance

# CHECKLIST FOR BINGO APPLICANTS WISHING TO AMEND THEIR BINGO LICENSE

Application to amend Bingo must be submitted in quadruplicate (4 copies).

The last page must contain original signature(s) and original Notary Seal and Information

- Applications MUST be submitted 3 ½ weeks prior to the event
- License No. is the license number provided by the municipality where the application was submitted. This number MUST be on the application to amend or the LGCCC will deny the application
- Identification No. is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the amended application, or the application will be denied.
- Describe the change you wish to make to the application previously submitted. This may include, but is not limited to, date, time, location. You must be specific as to what you seek to amend from the original application.

# CHECKLIST FOR BINGO APPLICANTS WISHING TO AMEND THEIR BINGO LICENSE

## PAGE 2

- Copies of this page will not be accepted
- All four copies of the application must have an original Notary Seal and Information
- Signature of Officer and Title – An officer that signed part E of the original application must sign this section and note their title. Their signature signifies that the application can use the registration from the LGCCC
- Signature of Member in Charge - All members listed as being in charge of the Bingo in PART G of the original application should sign this section. Their signatures signify agreement to comply with all statutes and guidelines for games of chance.

### FEES:

- There is no fee associated with an amendment to a Bingo application. If the amendment is approved, an amended license will be issued and will replace the license for the original application

# Bingo REPORT OF OPERATIONS

[Click Here](#) for  
Bingo Reports  
of Operation  
Form

- Bingo Reports of Operation must be completed and submitted directly to the State
- Bingo Reports of Operation are due by the 15<sup>th</sup> of the calendar month after the date of the Bingo otherwise future applications for Bingo/Raffle license will be denied by the LGCCC
- This report must be completed in its entirety
- This form must be notarized

# FORMS

- Initial application for Biennial Registration – [Click Here](#)
- Application for Bingo License – [Click Here](#)
- Form 10 – Statement of Landlord – [Click Here](#)
- Application to Amend Raffle/Bingo Application – [Click Here](#)
- Bingo Report of Operations – [Click Here](#)