OFFICE OF LOTTERY AND CHARITABLE GAMES

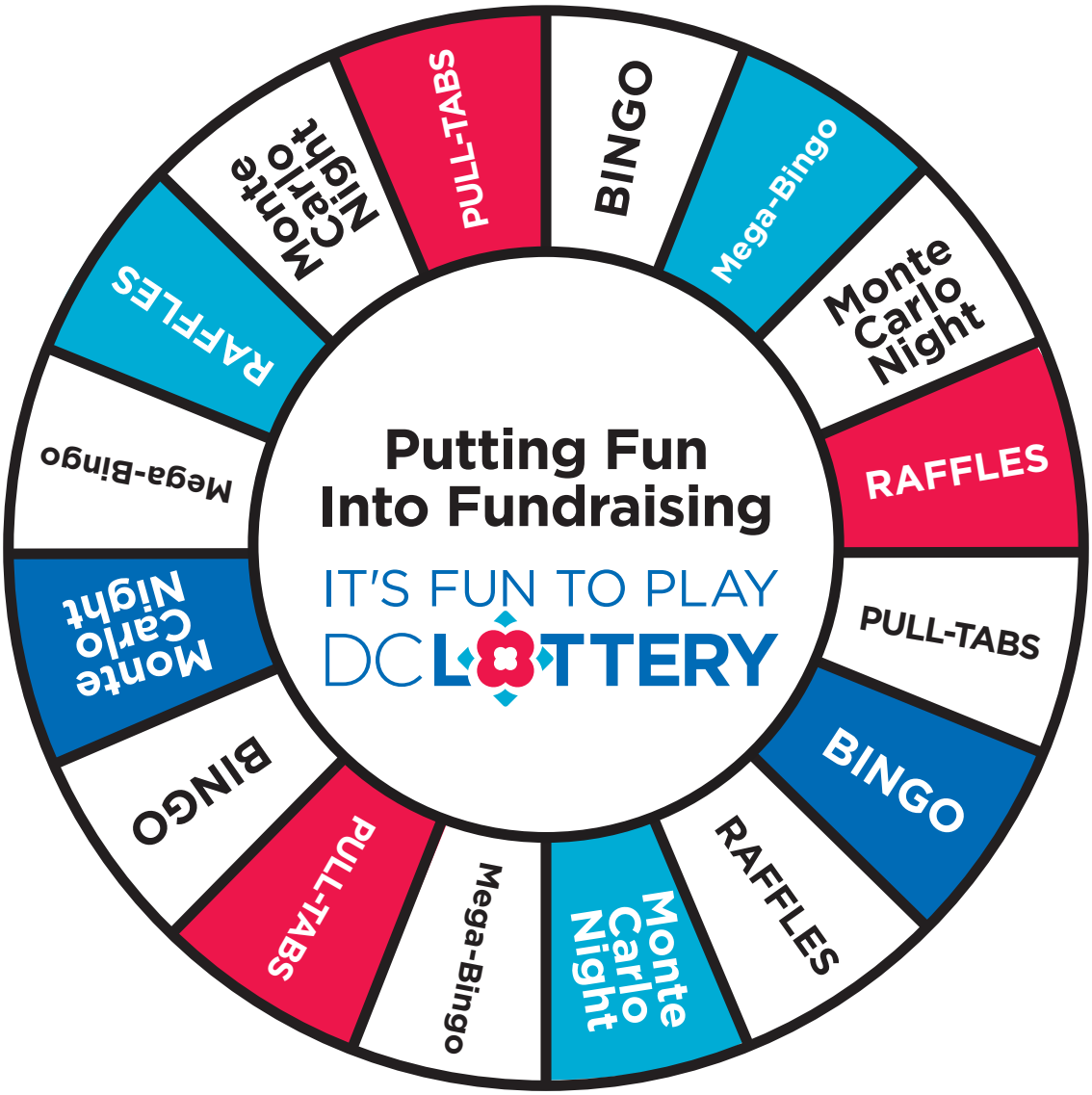
MONTE CARLO APPLICATIONS

IT'S FUN TO PLAY
DC LOTTERY

Government of the District of Columbia
Office of Lottery and Charitable Games
2235 Shannon Place S.E.
Washington, D.C. 20020-5739

Helping You Help Others

Make your non-profit organization's next fundraiser more successful! Contact the Charitable Games Division of the DC Lottery. We can help your non-profit organization hold an exciting raffle, bingo game or Monte Carlo Night Party. Call us today for more information.



Remember, District of Columbia law requires a license for charitable gaming.

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Dear Applicant:

Thank you for your recent inquiry concerning a fundraiser. We are sending you the information and forms needed to apply for the license you requested. Instructions are provided on the reverse side of the application. Please complete all forms and return them with a check for the appropriate amount made out to the DC Lottery.

Within ten business days of the receipt of your completed application you will be notified of your eligibility. **Please note: No tickets can be printed until you have been notified that your application has been approved.** To receive your license certificate, you must provided your printer's statement and a copy of the first and last tickets. **Only then may you sell tickets or conduct your event.** If you have any questions or need assistance, please contact me, or the Charitable Games Department staff on (202) 645-8071. We look forward to working with you on your charitable event.

Charitable Games and Licensing

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Introduction

Charitable gaming is a fun way to raise money for what is often a challenging and time-consuming responsibility. The demand on available charitable dollars from corporations and philanthropies will intensify as more groups seek funding for worthwhile programs. Member of non-profit organizations must be creative and innovative in seeking ways to expand their fundraising capabilities.

The Office of Lottery and Charitable Games is the licensing agent for all Charitable Gaming in the District of Columbia. Any group conducting games of chance in the District of Columbia must have a license issued by the DC Lottery. The DC Lottery has developed rules, regulations and specific guidelines for the conduct of bingo games, raffles, and Monte Carlo night parties.

To qualify for a license, an organization must be incorporated in the District of Columbia as a not-for-profit organization. Not-for-profit organizations incorporated in Maryland and Virginia may also apply for a license to conduct RAFFLES in the District of Columbia. All organizations must purchase, rent or lease all equipment and supplies from a licensed supplier.

The Charitable Games division has a mission to assure that charitable gaming is at all times fair and honest and that proceeds and prizes are handled according to established rules. The rules, regulations and guidelines are designed to maximize benefits for the public at large.

This booklet provides the general guidelines and fees for license applications. Once a license is approved, specific rules for the conduct of bingo games, raffles and Monte Carlo night parties will be provided.

Charitable gaming can provide an exciting touch to your fundraising efforts. Our staffis ready to assist you with any technical information or training your organization may need to conduct the games.

Add fun and excitement to your next fundraiser—try a Monte Carlo Night Party, Bingo Games or Raffle.

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Department of Licensing and Charitable Games Monte Carlo Application Checklist

1. APPLICATION NOTARIZED
2. LICENSE FEE (CHECK/MONEY ORDER)
3. LIST OF MEMBERS
4. COPY OF HOUSE RULES
5. COPY OF RENTAL AGREEMENT (IF APPLICABLE)
6. LETTER OF APPROVAL FROM BUILDING ADMINISTRATOR (IF EVENT IS ON SCHOOL GROUNDS)
7. COPY OF IRS TAX EXEMPT STAT US (CONTRIBUTIONS ARE TAX DEDUCTIBLE)
8. CERTIFICATE OF GOOD STANDING (CONSUMER AND REGULATORY AFFAIRS, 941 NORTH CAPITOL STREET, N.E., (202) 442-4432)
9. COPY OF CONSTITUTION, ARTICLES, CHARTER OR BYLAWS
10. COPY OF SUPPLIER'S CONTRACT AGREEMENT
    (A) LIST CONTRACT PERSONNEL, NAME, ADDRESS AND PHONE NUMBER

_____

Name of Organization

_____

Contact Person/Telephone Number/Email

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☐ NEW
☐ AMENDED

Monte Carlo Night Party License Application

(PLEASE TYPE OR PRINT)
PLEASE READ INSTRUCTIONS ON REVERSE SIDE FIRST.

DATE OF APPLICATION _____ MONTH DAY YEAR

A

1 APPLICANT ORGANIZATION

2 STREET ADDRESS

3 CITY STATE ZIP CODE

4 WARD #

5 TELEPHONE NUMBER

6 MEMBER-IN-CHARGE *(Must be a DIstrict of Columbia Resident)*

NAME

ADDRESS *(Home)*

CITY STATE ZIP CODE

ARE YOU 18 YEARS OLD OR OLDER? _____ PHONE # _____

7 DEPUTY MEMBER-IN-CHARGE *(Must be a DIstrict of Columbia Resident)*

NAME

ADDRESS *(Home)*

CITY STATE ZIP CODE

ARE YOU 18 YEARS OLD OR OLDER? _____ PHONE # _____

8 MEMBER RESPONSIBLE FOR UTILIZATION OF GROSS RECEIPTS

NAME

ADDRESS *(Home)*

CITY STATE ZIP CODE

ARE YOU 18 YEARS OLD OR OLDER? _____ PHONE # _____

B

1 LICENSE REQUESTED (MARK ONE) FEES

☐ MONTE CARLO NIGHT PARTY $100

☐ MONTE CARLO (INCLUDE RAFFLE) $100

☐ MONTE CARLO (SENIOR CITIZEN GROUPS) $ 10

CLASS 2

☐ MONTE CARLO | TEXAS HOLD 'EM $500

2 LOCATION OF EVENT

STREET ADDRESS AND ZIP CODE

3 ROOM # 4 WARD # 5 TELEPHONE #

6 LOCATION IS ☐ OWNED ☐ RENTED *(See instructions for necessary attachments)*

(OFFICE USE ONLY) APPROVE ☐ DISAPPROVE ☐

FEE PAID ☐ DATE _____ MONTH DAY YEAR

LICENSE # _____

C

1) YES ☐ NO ☐ APPLICANT IS MAKING APPLICATION AS A SENIOR CITIZEN GROUP.

2) YES ☐ NO ☐ APPLICANT IS INCORPORATED IN THE DISTRICT AS A NON-PROFIT GROUP, SINCE

_____ MONTH DAY YEAR

PLEASE ATTACH:

- A CERTIFICATE OF GOOD STANDING FROM THE D.C. DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS.
- A COPY OF APPLICANT'S CONSTITUTION OR BYLAWS.
- LIST OF MEMBERS (FORM PROVIDED BY DC LOTTERY).
- A COPY OF APPLICANT'S TAX EXEMPT STATUS (IRS OR D.C. FINANCE AND REVENUE LETTER OF DETERMINATION).
- A COPY OF AGREEMENT WITH THE LICENSED SUPPLIER
- LIST OF GAMES TO BE PLAYED AT THE EVENT.
- LIST OF PRIZES (FORM PROVIDED BY DC LOTTERY).

3) LAWFUL PURPOSE FOR WHICH FUNDS ARE RAISED.

_____.

4) PRINCIPAL ACTIVITY OF APPLICANT ORGANIZATION (Mark One)

☐ CHARITABLE ☐ RELIGIOUS ☐ EDUCATIONAL
☐ FRATERNAL ☐ RECREATIONAL ☐ OTHER _____

D

1) IS EQUIPMENT ☐ OWNED ☐ RENTED

IF RENTED, PLEASE SUBMIT SUPPLIER'S

NAME _____

E

1) DATE OF EVENT _____ MONTH DAY YEAR

2) TIME OF EVENT _____ AM PM

3) AGGREGATE VALUE OF PRIZES $_____

4) PRICE OF ADMISSION TICKETS $_____

5) PRICE OF RAFFLE TICKETS (IF APPLICABLE) $_____

6) NUMBER OF ADMISSION TICKETS TO BE PRINTED _____

ATTACH STATEMENT OF PRINTER (FORM PROVIDED BY THE BOARD).

MONTE CARLO NIGHT PARTY

OVER ➤

I, HEREBY, CERTIFY THAT THE INFORMATION STATED IN THIS APPLICATION AND ALL ATTACHMENT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

(DISTRICT OF COLUMBIA) ss:
Subscribed and sworn to before me this _____

day of _____, A.D. 20 _____

_____
Signature of Notary Public

City _____ State_____

My Commission expires _____

_____
SIGNATURE OF HEAD OF ORGANIZATION AND TITLE

APPLICATION MST BE ACCOMPANIED BY LICENDE FEE
PLEASE ALLOW FOUR (4) WEEKS FOR PROCESSING

CHECKS PAYABLE OFFICE OF LOTTERY AND CHARITABLE GAMES

(Rev. 1/07) 0-3108-1 wd-290

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

FAILURE TO PROVIDE ALL NECESSARY INFORMATION OR ANY REQUIRED ATTACHMENTS MAY DELAY OR PREVENT THE PROCESSING OF THIS APPLICATION.

SECTION A:

Item 1: NAME OF ORGANIZATION TO WHOM LICENSE IS TO BE ISSUED. THIS ORGANIZATION MUST MEET ALL REQUIREMENTS OF D.C. CODE SECTION 2-2523 AND THE RULES OF DC LOTTERY.

Item 2: STREET ADDRESS OF APPLICANT ORGANIZATION.

Item 3: CITY, STATE AND ZIP CODE OF APPLICANT ORGANIZATION.

Item 4: D.C. WARD NUMBER OF APPLICANT ORGANIZATION.

Item 5: TELEPHONE NUMBER OF APPLICANT ORGANIZATION.

Item 6: NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED MEMBER-IN-CHARGE, WHO IS A RESIDENT OF THE DISTRICT OF COLUMBIA.

Item 7: NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED DEPUTY MEMBER-IN-CHARGE, WHO IS A RESIDENT OF THE DISTRICT OF COLUMBIA.

Item 8: NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED MEMBER RESPONSIBLE FOR UTILIZATION OF GROSS RECEIPTS.

SECTION B:

Item 1: INDICATE WITHIN APPROXIMATE BOX FOR TYPE OF LICENSE REQUESTED.

Item 2: COMPLETE STREET ADDRESS AND ZIP CODE OF PREMISES WHERE MONTE CARLO IS TO BE HELD. (THIS ADDRESS WILL BE PRINTED ON THE LICENSE).

Item 3: ROOM NUMBER, IF ANY, AT PREMISES WHERE MONTE CARLO IS TO BE HELD.

Item 4: D.C. WARD OF PREMISES WHERE MONTE CARLO IS TO BE HELD.

Item 5: TELEPHONE NUMBER AT PREMISES WHERE MONTE CARLO IS TO BE HELD.

Item 6: INDICATE WITH "X" IN APPROPRIATE BOX IF PREMISES WHERE MONTE CARLO EVENT WILL TAKE PLACE IS OWNED OR RENTED BY THE APPLICANT ORGANIZATION. **IF PREMISES ARE RENTED, APPLICANT MUST ATTACH A COPY OF THE RENTAL LEASE AGREEMENT.** ATTACH A COPY OF CURRENT OCCUPANCY PERMIT.

SECTION C:

Item 1: INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT ORGANIZATION IS MAKING APPLICATION AS A QUALIFYING SENIOR CITIZEN GROUP PURSUANT TO SECTION 1201 OF THE OFFICE OF LOTTERY AND CHARITABLE GAMES .

Item 2: INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT ORGANIZATION IS INCORPORATED AS A NON-PROFIT CORPORATION IN THE DISTRICT. FILL IN MONTH, DAY AND YEAR SINCE APPLICANT HAS BEEN ORGANIZED.
- ATTACH A CERTIFICATE OF GOOD STANDING DATED NO EARLIER THAN THE DATE THIS APPLICATION IS MADE.
- ATTACH A COPY OF APPLICANT ORGANIZATION'S CONSTITUTION, CHARTER, OR BYLAWS.
- ATTACH A LIST OF MEMBERS ON A FORM PROVIDED BY DC LOTTERY.
- APPLICANTS MUST ATTACH A COPY OF EITHER AN IRS OR A D.C. FINANCE AND REVENUE LETTER OF DETERMINATION.
- IF APPLICABLE, ATTACH COPY OF AGREEMENT WHICH SETS FORTH THE TERMS BETWEEN THE APPLICANT ORGANIZATION AND LICENSED SUPPLIER FOR THE PROVISION OF EQUIPMENT AND PERSONNEL.
- ATTACH A LIST OF ALL GAMES TO BE PLAYED AT THE EVENT.
- ATTACH LIST OF PRIZES TO BE AWARDED ON A FORM PROVIDED BY DC LOTTERY.

Item 3: BRIEFLY DESCRIBE LAWFUL PURPOSE FOR WHICH FUNDS FROM MONTE CARLO ACTIVITY WILL BE USED.

Item 4: INDICATE WITH "X" IN APPROPRIATE BOX THE PRINCIPAL ACTIVITY OF APPLICANT ORGANIZATION.

SECTION D:

Item 1: INDICATE WITH "X" ON APPROPRIATE LINE WHETHER EQUIPMENT IS OWNED OR RENTED.
- GIVE NAME OF LICENSED SUPPLIER, IF EQUIPMENT IS RENTED.

SECTION E:

Item 1: FILL IN MONTH, DAY AND YEAR OF MONTE CARLO EVENT.

Item 2: FILL IN TIME OF MONTE CARLO EVENT.

Item 3: FILL IN AGGREGATE VALUE OF PRIZES—PRIZES MUST BE OWNED OR IN LIEU OF OWNERSHIP:
(a) PROVIDE A SURETY BOND IN THE AMOUNT OF 15% ABOVE AGGREGATE PRIZE VALUE.
(b) A CHECK PAYABLE TO OFFICE OF LOTTERY AND CHARITABLE GAMES.
(c) PROVIDE CONFIRMATION LETTERS FROM DONORS, IF PRIZES ARE DONATED.

Item 4: UNIT PRICE OF MONTE CARLO ADMISSION TICKETS.

Item 5: UNIT PRICE OF RAFFLE TICKETS, IF INCLUDED WITH THE MONTE CARLO.

Item 6: NUMBER OF MONTE CARLO ADMISSION TICKETS TO BE PRINTED.
- NOTE APPLICANTS FOR MONTE CARLO LICENSES MUST SUBMIT A **"STATEMENT OF PRINTER" FOR ADMISSION TICKETS ON A FORM PROVIDED BY DC LOTTERY.**

APPLICATION MUST BE SIGNED BY THE HEAD OF APPLICANT ORGANIZATION, INDICATING THE TITLE OF OFFICE HELD, I.E., PRESIDENT, SECRETARY, ETC., AS DESIGNATED IN THE ORGANIZATION'S CONSTITUTION, CHARTER OR BYLAWS. THIS SIGNATURE **MUST** BE NOTARIZED.

PLEASE INCLUDE ALL NECESSARY ATTACHMENTS AND FEES.

COPY OF REFUND POLICY AVAILABLE UPON REQUEST.

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Charitable Games Division— License and Financial Guaranty Bond

Know All Men by These Present, that we, _____ _____ as Principal, and a corporation licensed to do business in the District of Columbia as Surety, and held and firmly bound unto the Office of Lottery and Charitable games, hereinafter called Obligee, in the sum of ($) _____), lawful money of the United States, for the payment whereof well and truly to be made we bind ourselves and each of us, and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly be these present:

Whereas, the above-bounden Principal has made application to the Obligee for a _____ license in accordance with Section 2-2523, D.C. Code (1981) and is required to obtain a bond in accordance with Section 2-2525, D.C. Code (1981).

Now, Therefore, the condition of this obligation is such that if the Principal shall conduct themselves and their organization in accordance with the requirements of said Code, and more specifically, shall faithfully discharge those privileges granted by the license, accurately account for gross receipts, pay all expenses including fees and taxes and expend the net proceeds according to law and award all prizes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

Provided However, that the total liability of the Surety hereunder in no event is to exceed the amountof this bond; and

Provided Further, that the liability of the Surety hereunder may be terminated by giving thirty days written notice thereof, served either personally or by registered mail, to the Principal and the Obligee, and upon giving such notice the Surety shall be discharged from all liability under such bond for any act or omission of the Principal occurring after the expiration of thirty days from the date of service of such notice.

Signed and Sealed with seals this _____ day of _____ 20_____

_____	_____
Witness	Principal
_____	_____
Witness	Surety

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Membership List

LIST TWENTY ACTIVE MEMBERS OF THE APPLICANT ORGANIZATION, (TEN IF SENIOR CITIZENS GROUP). **PRINT OR TYPE.**

NAME	STREET ADDRESS	TELEPHONE NO.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

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Prize List

IF PRIZE IS DONATED, SUBMIT LETTER FROM DONOR STATING THAT THE ITEM IS AN IRREVOCABLE GIFT TO THE ORGANIZATION. **PRINT OR TYPE.**

	ITEM	RETAIL VALUE	OWNED YES	OWNED NO
1.			☐	☐
2.			☐	☐
3.			☐	☐
4.			☐	☐
5.			☐	☐
6.			☐	☐
7.			☐	☐
8.			☐	☐
9.			☐	☐
10.			☐	☐
11.			☐	☐
12.			☐	☐
13.			☐	☐
14.			☐	☐
15.			☐	☐
16.			☐	☐
17.			☐	☐
18.			☐	☐
19.			☐	☐
20.			☐	☐

*THE DC LOTTERY MAY REQUIRE PROOF OF OWNERSHIP

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Facsimile Of Raffle Ticket

Note: "Alt. Phone" and "Email" are optional contact information.

RAFFLE: Purpose for which net proceeds will be used

Name of Organization

Date and Time of Raffle

Top Three Prizes to be Awarded

Place and Address of Drawing

Winner Need Not be Present to Win

Cost of Raffle Ticket

Licensed by: Office of Lottery and Charitable Games

No 001

Name _____

Address _____

_____

Phone _____

Alt. Phone _____

Email _____

No 001

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SAMPLE: Monte Carlo Party Night House Rules

1. Organization must provide participants documented House Rules that include:
2. Types of games that will be played.
3. Amount of free playmoney/chips given each participant.
4. Whether additional playmoney/chips will be sold, if so, specify the cost.
5. Specify bet limitations.
6. State method of awarding prizes:*

   (a) Auction

   (b) Sale

   (c) Raffle

***Imitation money or chips shall be used for gambling and redemtion purposes**

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