

## **What you should know before applying for video lottery terminals (VLTs):**

**Eligible Sites** - To apply for VLTs, sites must have applied to Saskatchewan Liquor and Gaming Authority (SLGA) for a tavern or restaurant (with a lounge endorsement) liquor permit with a minimum 30 seat capacity (390 square feet of useable floor space) in the age-restricted area. The approval of VLT sites is conditional on having an age-restricted liquor permit that meets minimum seat and space requirements. By applying for and/or keeping VLTs on your site, you agree that all information in respect of your liquor permit and VLT site will be shared between Lotteries and Gaming Saskatchewan (LGS) and SLGA on an ongoing basis for the purposes of administering the VLT Program.

**Site Commission** - Sites receive 18 per cent of net sales, which is cash into the VLT less cashout tickets.

**Float** - A cash float of \$1000/VLT is recommended in order to pay cashout tickets at the players' request. Cash float requirements may vary and need to be adjusted based on experience.

**Minors** – Persons under 19 years of age are prohibited from accessing or viewing the play of VLTs, this includes both inside and outside of the site. If the liquor permit has a Daily or Sunday Family dining endorsement, VLT access to minors must be restricted.

**Automated Banking Machine (ABM) Placement** - The placement of an ABM in a site with VLTs must be approved by LGS. The overall objective of this policy is to have the ABM in the most socially responsible location available to the site.

**Advertising** - Standardized 'VLTs HERE' signs can be ordered at cost to be affixed to the building or placed in a window. No other advertising is allowed.

**# of VLTs** - New sites receive three VLTs, as they become available.

### **Communication Requirements**

- a. All VLTs must be connected to a Site Controller within the site. It is the site's responsibility and cost to install the required communication cable.
- b. The Site Controller must be connected to the central operating system (typically through a dedicated telecommunication line). The activation of an existing line and the monthly charges are covered by LGS. However, LGS does not pay for the installation of a new line. Once your application has been reviewed, the connectivity at your site will be investigated. If installation of a new line or a cellular solution is required, a quote will be provided to you. If you are unwilling to pay the installation cost, or if no connection to the central system can be established, your application will be declined.

**Electrical** - It is the site's responsibility and cost to install the required electrical circuits. One will be required to power the site controller and additional circuits are required to power every four VLTs. A representative will assist you in identifying where these outlets will need to be located once your application has been approved (110 volt 15 amp, dual outlet receptacle, no other equipment plugged into or grounded to these circuits).

**Security Cameras** – One or more cameras will be installed above the VLTs at your site. The recording is not a live feed, but rather will be stored at the site and downloaded by WCLC as required.

**Foot Print** - The approximate size of the VLT, on a base, is 30" wide, 27" deep and 6' 3" high. In addition a site controller and printer will need to be available for staff use. (*Site controller: 16"w x 13"h x 3"d; Printer: 5"w x 5"h x 7"d*).

**VLT Training** –VLT training on basic maintenance, cleaning, care, operation and accounting will be provided at the time of installation. In addition, it is mandatory that at least one owner or site manager receive certification in the Responsible Gaming for VLT Site Operators online course.

**VLT Bank Account** - Sites will be required to provide WCLC bank account information and authorization to withdraw the Government's share of the VLT funds.

**Deposits & NSF's** – Sites are required to remit the Government's portion of VLT sales, on a weekly basis, through the VLT bank account. Late deposits result in escalating NSF fees and eventual contract termination. Lost or stolen cash is the responsibility of the site. It is imperative that business procedures are established to ensure the security and timely deposit of funds.

## **Video Lottery Terminal (VLT) Program Application Guide**

Thank you for expressing interest in participating in the Lotteries and Gaming Saskatchewan (LGS) Video Lottery Terminal (VLT) Program. Please know that applying to participate in the VLT Program does not guarantee approval. In addition, you must obtain a valid Restaurant with Lounge or Tavern Liquor Permit from the Saskatchewan Liquor and Gaming Authority (SLGA) to be eligible to participate in the VLT Program. The approval of VLT sites is conditional on having an age-restricted liquor permit that meets minimum seat and space requirements. By applying for and/or keeping VLTs on your site, you agree that all information in respect of your liquor permit and VLT site will be shared between LGS and SLGA on an ongoing basis for the purposes of administering the VLT Program.

If you have purchased a site that currently has VLTs, please note the VLTs will not be enabled under the new permittee until the liquor permit has been issued, the VLT application has been approved, and the necessary training has occurred. If any of the above mentioned has not occurred, the VLTs will be disabled until completed.

Please complete the enclosed VLT Site Contractor Agreement and application forms described below (**mandatory fields are highlighted in red**):

- VLT Site Contractor Agreement – qualification and ongoing participation in the VLT Program is governed by the terms and conditions outlined in this agreement. The document is a three party agreement between the permittee, LGS and Western Canada Lottery Corporation (WCLC). WCLC is the corporation designated to conduct operations of the VLT Program in Saskatchewan. As a VLT Site Contractor it is important you have a thorough understanding of the covenants you agree to by signing the document. The agreement must be signed by an owner. In the case of corporate ownership, it must be signed by a signing authority, officer, director, or a shareholder.
- VLT Site Designation of Authority – all VLT sites must designate a Site Manager responsible for the management of the operation of the VLTs at the premises. In addition, authorization can be given for specific information and responsibilities to other individuals.
- VLT Floor Plan Requirements & Site Floor Plan – please ensure all items requested on the VLT Floor Plan Requirements form have been detailed on the floor plan and included in your submitted application.
- Automated Banking Machine (ABM) Placement Approval – the placement of all ABMs within the liquor permitted area must be approved. If you do not have an ABM, you are still required to complete this form.

Once your application has been reviewed and approved, WCLC will contact you to obtain banking information and authorization for payment of the weekly invoice. In addition, it will be WCLC that will arrange for VLT installation and/or training of your staff.

Please note that any delays in submitting your VLT Application may result in delays in your Liquor Permit being issued as a single inspection will be conducted for both VLT and Liquor Permitting purposes.

If you have any questions regarding the application please contact the VLT Program at (306) 787-9493.

**VIDEO LOTTERY TERMINAL SITE CONTRACTOR AGREEMENT**  
(the "Agreement")

BETWEEN:

**LOTTERIES AND GAMING SASKATCHEWAN**  
(hereinafter referred to as "LGS")

OF THE FIRST PART

- and -

**WESTERN CANADA LOTTERY CORPORATION**  
(hereinafter referred to as the "WCLC")

OF THE SECOND PART

- and -

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(Legal Name of Owner(s))

(hereinafter referred to as the "**Site Contractor**")

OF THE THIRD PART

WHEREAS WCLC has been designated and qualified as the authority to conduct and manage or participate in the conduct or management of a video lottery scheme as agent for the Province of Saskatchewan in conjunction with LGS.

AND WHEREAS the Site Contractor has made application to LGS requesting the placement of a number of Video Lottery Terminals in its place of business in the Province of Saskatchewan;

AND WHEREAS subject to the terms and conditions hereinafter contained, LGS and WCLC are prepared to install one or more VLTs, together with certain signs and advertising material relating thereto within or about the Site Contractor's business premises known as:

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(Establishment Name)

and located at:

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(Address)

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(City)

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(Province)

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(Postal Code)

herein the "**Premises**"

NOW THEREFORE in consideration of the foregoing, and the terms and conditions hereinafter set forth, the parties hereto agree as follows

**DEFINITIONS**

1. a) "Central Computer System" means the computer owned by LGS and maintained by WCLC to which all VLTs are connected for the purposes of providing certain instructions to VLTs and recording all data relating to the operations of each of the VLTs so connected;
- b) "Player" means a person who for the purpose, hope or expectation of a winning has paid the appropriate form of legal tender into a VLT;
- c) "Net Revenue" means the total proceeds obtained through the operation of the VLT less Winnings and Remuneration referred to in section 6;
- d) "Site Manager" means the person responsible for the management of the operation of the VLTs at the Premises;
- e) "Account" means the account set up by the Site Contractor at a financial institution approved by LGS, for the deposit of Net Revenues pursuant to this agreement;
- f) "Video Lottery Terminal" means a machine or device on which a video lottery game is played by a person on insertion of appropriate legal tender and that falls within the definition of "slot machine" under section 198(3)(a) of the Criminal Code;
- g) "VLT" means a Video Lottery Terminal;
- h) "Winnings" means an amount of money payable to a Player as a consequence of monies paid into the VLT by a Player and the performance by the Player of the acts necessary to cause the VLT to operate.

**SITE CONTRACTOR COVENANTS**

2. The Site Contractor hereby agrees with LGS and WCLC:
  - (a) that the Site Manager and such other employees who will be directly responsible for carrying out any functions of the Site Contractor hereunder shall attend such training sessions as LGS or WCLC may from time to time require, to ensure that the Site Contractor and his employees are properly trained in the operation of the VLTs and the performance of the services which the Site Contractor is required to perform hereunder;
  - (b) to have the number of trained staff available for payment of Winnings to Players as may from time to time be prescribed by LGS or WCLC during all hours and days that the Premises are open for business;
  - (c) to ensure that all employees that are in any way involved in payment of Winnings or any other functions incidental to the operation of the VLTs are trained to perform such functions;
  - (d) that in the area of the Premises selected by LGS or WCLC, at the Site Contractor's sole expense, the Site Contractor will provide:
    - i) two separate standard 100 volt electrical grounded outlets on separate circuit (dedicated line from circuit breaker) that are designed to provide electrical service 24 hours per day to the VLTs;
    - ii) a transmission and communication line to transmit information from each VLT to the Central Computer System; and
    - iii) a telephone in such proximity to the placement of the VLTs in the Premises so that an individual who is operating or repairing the VLTs may simultaneously carry on a telephone conversation for the purposes of receiving instructions with respect to the operation or maintenance of the VLTs;
  - (e) not to move the VLTs from the site and location of installation and to permit the VLTs to be moved or removed by any person acting under the direction of LGS;
  - (f) to be responsible for the physical security of and to exercise due diligence in the operation and care of the VLTs and signs and fixtures and to immediately notify WCLC of any malfunction;
  - (g) to install, post, display prominently and fully utilize at such location within or about the Premises as may be prescribed by WCLC such point of sale, redemption and other promotional material as may from time to time be designated or provided by LGS or WCLC;
  - (h) not to advertise in any manner with respect to the VLTs without the approval of LGS or WCLC;

- (i) not to use the word "Casino" in the Premises or in reference to the Premises or the business conducted therein including on any signs, advertising or promotional material;
- (j) to provide services hereunder in accordance with and in compliance with instructions, directives and operating manuals from time to time provided by LGS or WCLC;
- (k) not to allow on the Premises any VLT or video game which resembles those games played on VLTs unless the placement and operation of such VLT or game is authorized by LGS;
- (l) to be responsible to LGS for the cost of repairing any VLTs, fixtures or signs destroyed, lost or stolen while on the premises and in the care of the Site Contractor and for the cost of any repair to the VLTs other than repair necessitated by normal wear and tear, defect in manufacturing or by defective maintenance service provided by WCLC or by WCLC 's employees or agents;
- (m) to maintain adequate insurance as determined by LGS to cover the costs of its obligations under clause (l) and, if requested, to provide LGS with proof of such insurance;
- (n) to pay all telephone charges in connection with servicing the VLTs and all electrical utility charges in connection with the operation of the VLTs and signs installed in the Premises;
- (o) to maintain a Account and to deposit all Net Revenues into the Account in accordance with the rules, regulations, instructions and directives of WCLC;
- (p) [section intentionally removed];
- (q) to maintain:
  - i) current and accurate records of:
    - a) all monies paid into the VLTs by Players;
    - b) all Winnings paid to Players;
    - c) all deposits of monies to the Account; and
  - ii) all other records required by LGS or WCLC; all in conformity with the rules, regulations, instructions and directives of LGS or WCLC;
- (r) to permit removal and inspection of the records referred to in clause (q) at any time as required by LGS or WCLC for inspection and/or audit;
- (s) to make payment of all Winnings to which Players are entitled;
- (t) to bear the risk of loss and be responsible for lost, stolen and missing monies relating to the operation of the VLTs;
- (u) to undergo and permit a complete character, financial and/or security screening by LGS, corporation or any other person, firm or agency performing a character, financial and/or security screening service at the request of LGS or WCLC;
- (v) to designate as the Site Manager(s) the individual(s) who are directly responsible for the operation of the Premises on a day to day basis;
- (w) [section intentionally removed];
- (x) to designate a new Site Manager(s) should any previously designated Site Manager(s) not be acceptable to LGS;
- (y) to advise LGS and WCLC of the designation of a new Site Manager(s) within seven days of such designation and provide LGS or WCLC within twenty one days of such designation any documentation that LGS or WCLC may require;
- (z) if the Site Contractor is a corporation other than a publicly traded corporation, to advise LGS and WCLC of the change in voting control of the Site Contractor within seven days of such change in control;
- (aa) [section intentionally removed];
- (bb) in the event that any other agency of the Province of Saskatchewan or municipal, provincial or federal law enforcement officials have conducted a character and/or security screening of the Site Contractor, such agency and such law enforcement official are hereby authorized to release to LGS any information and documents in their possession relating to such screening and LGS is hereby authorized to request such information and documents;
- (cc) to allow WCLC, and any person, firm or corporation acting on its behalf or on behalf of LGS, access to the Premises at any reasonable time for the purposes:
  - i) of installing, inspecting, repairing or removing VLTs and signs;
  - ii) of investigation of any customer complaint; and
  - iii) of ensuring compliance with this Agreement and the rules, regulations, instructions and directives of LGS or WCLC;
- (dd) not represent or hold himself out as an employee, joint venturer with or partner of LGS or WCLC;

- (ee) not to allow any person under the age of 19 years availability or access to the VLTs and to take all special measures or steps deemed necessary by LGS to ensure that persons under the age of 19 years will not have access or availability to the VLTs;
- (ff) to indemnify and hold LGS and WCLC harmless from any liabilities, claims, actions and judgments of any kind arising from or relating to the Site Contractor's acts or omissions in the operation of the VLTs or as a result of the breach of the Site Contractor of any provision of this Agreement or the rules, regulations, instructions or directives of LGS or WCLC;
- (gg) at the option of LGS, to obtain a letter of credit in the form, manner and amount required by LGS;
- (hh) perform basic maintenance duties as directed from time to time by LGS or WCLC;
- (ii) to permit WCLC and LGS access to the Premises to remove any VLT which does not meet the sales volume requirements set by LGS;
- (jj) to perform such other duties in relation to the VLTs as will ensure conformity with rules, regulations, instructions and directives of LGS or WCLC.

### **OWNERSHIP OF VLTs, FIXTURES, SIGNS AND PROCEEDS**

3. The Site Contractor agrees:

- (a) that the VLTs, fixtures and signs and anything provided at the cost of LGS or WCLC are the sole property of LGS or WCLC, as the case may be, and may be removed by LGS, WCLC or anyone acting on their behalf at any time;
- (b) that the Net Revenues obtained through the operation of the VLTs are the sole property of LGS and that the Site Contractor receives, holds, and deals with the same as bare trustee for LGS.

### **LIMITATION ON LIABILITY OF LGS AND WCLC**

4. The Site Contractor acknowledges that LGS and WCLC shall not be liable to the Site Contractor for any loss or injury resulting from:

- (a) fire or other occurrence resulting from the installation, use or removal of the VLTs, fixtures and signs or any transmission lines or other facilities installed for the operation of the VLTs, fixtures and signs;
- (b) failure or malfunction of the VLTs, fixtures and signs or any transmission lines or other facilities installed for the operation of the VLTs fixtures and signs;
- (c) reasonable defacement of the Premises necessarily associated with installation, repairs or removal of the VLTs, fixtures and signs or any transmission lines or other facilities installed for the operation of the VLTs, fixtures and signs;
- (d) interruptions or cessation of the operation of the VLTs, fixtures and signs, and any resulting loss therefrom;
- (e) interruption or cessation of the operation of the Site Contractor's business or any part thereof;
- (f) any consequential damages suffered by the Site Contractor from any cause whatsoever; whether or not such loss or injury is as a result of the negligence or deliberate act or omission of WCLC, LGS or their servants or agents.

### **LGS' AND WCLC 'S COVENANTS**

5. In consideration of all the services to be performed by the Site Contractor under this Agreement:

- (a) WCLC will, at its expense, provide the number and type of VLTs that LGS may specify in its discretion from time to time;
- (b) WCLC will provide and install at its own expense point of sale material, fixtures and signage and other promotional materials as LGS or WCLC may from time to time determine to be appropriate in the circumstances;
- (c) WCLC will provide at its own expense all necessary forms, paper and other supplies necessary for the Site Contractor's performance required by this Agreement;

- (d) WCLC will maintain a hotline service accessible to the Site Contractor to provide information for simple repairs and basic maintenance of VLTs;
- (e) WCLC and LGS will keep all information provided to WCLC or LGS pursuant to clause 2(bb) of this agreement confidential and will not release the same except as may be required or permitted by law.

#### **REMUNERATION**

- 6. The Site Contractor shall be entitled to no other remuneration with respect to services supplied pursuant to this Agreement except such amounts by way of commission based upon a percentage from time to time established by LGS (which, at the time of execution is 18% of the value of gross play less Winnings) paid to Site Contractor at such intervals as may be determined by LGS.

#### **DURATION AND TERMINATION OF AGREEMENT**

- 7. The Agreement shall be effective from the date hereof until terminated and may be terminated:
  - (a) by the Site Contractor on seven (7) days notice in writing to LGS and WCLC but not earlier than three (3) months after commencement of the services agreed herein to be performed by the Site Contractor;
  - (b) by LGS or WCLC, without cause, by providing seven (7) days' notice in writing to the Site Contractor;
  - (c) by LGS or WCLC immediately for cause, which, without limiting the generality of the foregoing includes:
    - (i) the breach of any provision of this Agreement by the Site Contractor including the breach of any rules, regulations, instructions, directives, of LGS or WCLC;
    - (ii) the misrepresentation of any matter by the Site Contractor on the Video Lottery Contractor Application form or on any documentation submitted to LGS;
    - (iii) the suspension, cancellation or termination of the Site Contractor's liquor license;
    - (iv) the failure of the Site Contractor to remit all liquor consumption taxes collected with respect to the operation of the Premises in accordance with *The Liquor Consumption Tax Act, The Revenue and Financial Services Act* and any regulations made pursuant to such Acts;
    - (v) the conviction of:
      - a) the Site Contractor or of any of its shareholders with at least a 20% interest in the Site Contractor;
      - b) the Site Manager; or
      - c) any employee referred to in clause 2(a); of a criminal offence;
    - (vi) the bankruptcy or insolvency of the Site Contractor;
    - (vii) the appointment of a Receiver or liquidator over any assets of the Site Contractor;
    - (viii) the seizure or distraint of any assets of the Site Contractor by creditors;
    - (ix) the Site Contractor selling, reorganizing, failing to remain actively involved in, or changing the nature of the business conducted by the Site Contractor;
    - (x) the Site Contractor vacating the Premises;
    - (xi) where the Site Contractor is a corporation other than a corporation with publicly traded shares, the change in voting control of the Site Contractor;
    - (xii) the Site Contractor engaging in any activity which in the sole discretion of LGS, is contrary to the public interest or is harmful to the integrity or reputation of LGS and its management of the video lottery scheme.

#### **CONTINUING OBLIGATIONS OF SITE CONTRACTOR**

- 8. Notwithstanding the termination of this Agreement for any reason, the Site Contractor shall be obligated to account to LGS and WCLC and pay and deliver to LGS and WCLC all monies and property of LGS and WCLC, as the case may be, and shall remain liable to pay all liabilities incurred and outstanding up to and including the date of termination.

9. Any and all covenants, responsibilities and liabilities of the Site Contractor, LGS or WCLC arising in relation to and prior to termination of this Agreement shall survive termination of this Agreement and shall remain enforceable until complied with by the Site Contractor.

#### **PREVAILING FACTS AND RECORDS**

10. In the event of any inconsistency between any records generated by the Site Contractor, by the VLTs or by the Central Computer System, the final record shall in each case be determined by the information and records generated by the Central Computer System and the Site Contractor shall be bound thereby and account to WCLC on the basis of information generated by the Central Computer System.

#### **NOTICE**

11. Any notice permitted or required to be given by LGS or WCLC to the Site Contractor may be given by posting the same by prepaid registered mail and addressed to the Site Contractor at the address appearing in the preamble of this Agreement or by personal delivery to the Site Contractor. Any notice permitted or required to be given by the Site Contractor to LGS and/or WCLC may be given by posting the same by prepaid registered mail and addressed to the head office of WCLC, 1935 1st Avenue North, Saskatoon, S7K 6W1, or as the case may be to LGS addressed to the Lotteries and Gaming Saskatchewan, 6th Floor, 2055 Albert Street, Regina, S4P 2T8. Except during periods of a postal strike or of a general interruption of postal services any notice given by registered mail hereunder shall be deemed to have been received on the second business day following posting of the same.

#### **NON-ASSIGNMENT**

12. No transfer or assignment of this Agreement by the Site Contractor is valid without the prior written consent of LGS and WCLC, which consent may not be unreasonably withheld. Any assignment or attempted assignment by the Site Contractor of this Agreement without the prior written consent of LGS and WCLC shall render this Agreement null and void.

#### **MISCELLANEOUS**

13. If any covenant or term hereof or the application thereof to any person, or to any circumstances, to any extent is held invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant or condition to any person or circumstances, other than those as to which it is held invalid or unenforceable, will not be affected thereby and each term, covenant and condition hereof will be valid and enforceable to the full extent permitted by law.
14. This Agreement constitutes the entire agreement between the Site Contractor, LGS and WCLC, and supersedes all prior agreements, oral or written among the parties hereto or their respective representatives with respect to the matters herein and shall not be modified or amended except by written agreement signed by the parties to be bound hereby; saving and excepting that rules, regulations, instructions and directives of LGS or WCLC provided by LGS or WCLC to the Site Contractor shall be binding upon the Site Contractor to the same extent as if incorporated into and forming part of this Agreement.
15. This Agreement shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the law of the Province of Saskatchewan.
16. The masculine gender where used herein shall include the feminine or neuter or vice versa and the singular shall include the plural where the context shall require.



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**SITE CONTRACTOR CONSENT**

By checking the box, I acknowledge that I have read and understand the terms and conditions contained herein and specifically acknowledge the provisions of section 4 hereof.

Applicant's Name & Title \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**OFFICE USE ONLY:**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

LOTTERIES AND GAMING  
SASKATCHEWAN

WESTERN CANADA LOTTERY  
CORPORATION

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**Video Lottery Terminal (VLT) Site Designation of Authority**

**Establishment Name:** \_\_\_\_\_

**Legal Name of Owner(s):** \_\_\_\_\_

**Site's Designated Email Address:** \_\_\_\_\_  
(to be used for all VLT related communication from LGS & WCLC)

**VLT Site Manager (Owner or Designate):**

A VLT Site Manager is defined in the VLT Site Contractor Agreement as the person responsible for the management of the operation of the VLTs at the premises. The Site Manager is authorized to access information and to make decisions regarding the VLTs at the site such as:

- accepting or rejecting additional VLT offers
- applying to move the VLTs within the establishment
- requesting WCLC to disable the VLTs
- obtaining financial reports
- accepting replacement VLT cash door keys

The VLT Site Manager can also complete the mandatory training on the owner's behalf (such as Responsible Gaming Training).

**VLT Site Manager(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

As per section 2(y) of the VLT Site Contractor Agreement, LGS/WCLC must be notified of the designation of a new Site Manager(s) within seven days.

**Optional:**

If you wish to assign limited responsibilities to employees, in addition to the Site Manager, please complete this section. *Note: WCLC Retail Services will assist any employee calling in requiring assistance with the VLTs and it is therefore not necessary to notify LGS of all employees at your site.*

**VLT Accounting Contact** – the individual(s) authorized to request VLT financial data:

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**VLT Keys Contact** – the individual(s) authorized to receive VLT replacement main and cash door keys:

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**By checking the box, I am aware that this designation of authority in no way absolves me of any liabilities incurred at my site. As legal owner, I am responsible for monies owing to VLT players and WCLC/LGS.**

**Name & Title** \_\_\_\_\_

**Date(mm/dd/yy)** \_\_\_\_\_

**For office use only:**

**RETAIL ID#:** \_\_\_\_\_

**Video Lottery Terminal (VLT) Floor Plan Requirements**

**Establishment Name:** \_\_\_\_\_

The placement of VLTs and related equipment within a site must be approved by Lotteries and Gaming Saskatchewan VLT Operations.

**Please add the following items to your site floor plan and check each section indicating adherence to the applicable policies:**

\_\_\_\_\_ **Current/Proposed location for the VLTs** – The VLTs must be located within a Tavern or Lounge permitted area with a minimum 30 seat capacity (390 square feet of useable floor space). Minors are prohibited from accessing or viewing the play of the VLTs with permanent visibility barriers (this includes both inside and outside of your permitted area). A permanent visibility barrier generally requires a solid structure, a minimum of 6 feet in height and no more than 3 feet from the ground, affixed to either the floor or ceiling that cannot be removed by either staff or customers. Dimensions of the VLT on a base are 30”w, 27”d and 6’3” h.

\_\_\_\_\_ **Current/Proposed location for the Site Controller (SC)** – The SC must be located within the permitted area. VLT sites are to validate player cash out tickets by scanning them at the SC prior to paying them out, therefore the SC location should allow for efficient processing (for example at the main bar or near the cash register). SC dimensions: 16”w x 13” h x3”d and printer: 5”w x 5”h x 7”d

\_\_\_\_\_ **Current/Proposed location for the Automated Banking Machine (ABM)** – ABMs located within the liquor permitted area must be in the most socially responsible location in relation to the VLTs. Please see the ABM Placement Approval form on the next page of this application package for additional information on the factors considered in the approval process.

**Please indicate True or False:**

**True** Applied for **Daily Family Dining** or **Sunday Family Dining** Endorsement on your Liquor Permit.  
**If True**, explain how you will be restricting minors from accessing or viewing the play of VLTs:  
**False**

**True** Legal Owner operates an existing VLT site within the same building.  
**If True**, please name the site(s):  
**False**

**Please indicate how you will be submitting the site floor plan:**

floor plan submitted with Liquor License Application already shows all required VLT equipment  
 will attach floor plan to the application submission email

**PLEASE NOTE ANY DELAYS IN SUBMITTING A FLOOR PLAN WITH THE ABOVE INFORMATION PROVIDED MAY RESULT IN A DELAY TO YOUR LIQUOR PERMIT BEING ISSUED.**

**By checking the box, I understand it is my responsibility to ensure the locations of VLTs and related equipment adheres to LGS policies.**

**Name & Title** \_\_\_\_\_

**Date (mm/dd/yy)** \_\_\_\_\_

**Automated Banking Machine (ABM) Placement Approval**

**Establishment Name:** \_\_\_\_\_

The placement of an ABM within a site with video lottery terminals (VLTs) must be approved by Lotteries and Gaming Saskatchewan (LGS) VLT Operations. The intent of this policy is to ensure ABMs are located in the most socially responsible location available to the site, with consideration given to the Site Contractor’s needs to conduct business and the convenience and safety of patrons. As such, **all VLT Site Contractors are required to answer the following questions:**

**Do you have an ABM in the liquor permitted area of your site?**                      **Yes**                      **No**

If no, please complete acknowledgement below. Note: LGS approval is required for any future ABM installations.

If yes, please proceed to the next section (**a separate approval form will be required for each ABM**)

Please indicate what measures you have taken (or will be taking) to ensure the ABM is in a socially responsible location *Note: LGS recognizes not all of these measures may be viable for your site. This list represents a number of factors that will be considered in the approval process.*

**The approximate “walking distance” in feet from the ABM to the closest VLT is \_\_\_\_\_ ft.**

**The ABM is as far away as reasonably possible from the VLTs.**  
 True    False                      If false, please explain rationale for placement:

**The ABM is located near a main entrance/exit.**  
 True    False                      If false, please explain rationale for placement:

**The ABM is available to all patrons (non-age restricted area).**  
 True    False                      If false, please explain rationale for placement:

**The ABM is not visible from the VLTs.**  
 True    False                      If false, please explain rationale for placement:

**By checking the box, I understand it is my responsibility to ensure the ABM location is in no way different from the answers provided above. I also understand the use of point of sale terminals to advance cash to any person playing or sitting at a VLT is strictly prohibited.**

**Name & Title** \_\_\_\_\_

**Date (mm/dd/yy)** \_\_\_\_\_

**To submit your application:**

Email a saved copy to: [vltprogram@lgsask.com](mailto:vltprogram@lgsask.com)

If you would prefer to complete a printed application, a scanned copy can be emailed to [vltprogram@lgsask.com](mailto:vltprogram@lgsask.com)