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***SMALL BINGO  
TERMS AND CONDITIONS***

**(Class C Restricted Bingos with annual total of all prizes under  
\$1,000)**

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**Saskatchewan  
Liquor and Gaming  
Authority**



*October 2019*

## **SASKATCHEWAN LIQUOR AND GAMING AUTHORITY**

### **Small Bingo - Terms and Conditions**

#### **1. DEFINITIONS**

In these Terms and Conditions:

- (a) "ADDENDUM" means an amendment to a Licence, allowing for changes in dates, times or the addition or deletion of Bingo Events. It is issued by SLGA and forms a part of the original Licence.
- (b) "ANNUAL BINGO FINANCIAL REPORT" means the financial report which is to be submitted to SLGA within the required time following the conclusion of the Licence. The report form is used to summarize all Bingo Event data from the Event Close-out Summaries, to record actual Expenses and calculate Net Proceeds.
- (c) "BINGO" means a lottery scheme where consideration is given for a chance to win a prize or prizes by completing a specified arrangement of numbers and/or letters on bingo paper using the numbers and/or letters selected at random.
- (d) "BINGO EVENT" means an event lasting a minimum of two hours and a maximum of six hours in which Bingo occurs under the authority of a Licence and requiring an Event Close-Out Summary.
- (e) "COMMUNITY BINGO HALL" means any premises wherein Bingo Events are conducted three times or less per week or it is apparent the premises do not exist primarily for the purpose of conducting these events.
- (f) "EVENT CLOSE-OUT SUMMARY" means a document which details all financial transactions related to a particular Bingo Event in a format authorized by SLGA.
- (g) "GROSS REVENUE" means all monies spent (bet) by patrons to participate in a Bingo Event.
- (h) "LICENCE" means a Licence issued pursuant to the *Criminal Code*, for the conduct and management of a lottery scheme, including in this case a Small Bingo Licence – which is a Licence issued to a charity or religious organization to conduct and manage a Bingo Event at a Community Bingo Hall, where the Total Retail Prize Value annually does not exceed \$1,000.00 and the number of Bingo Events does not exceed one per week.
- (i) "LICENSEE" refers to the holder of a valid and subsisting Licence issued by SLGA.
- (j) "NET PROCEEDS" means the funds left for the approved charitable purposes after the payment of all prizes and Expenses approved by SLGA.
- (k) "TOTAL RETAIL PRIZE VALUE" means the total value of all prizes offered (including all applicable taxes) even if the prizes are donated.

**2. GENERAL**

- (a) The Licensee shall conduct the Bingo in accordance with the application as approved, these Terms and Conditions, and any other Terms and Conditions as imposed by SLGA either before or after issuance of the Licence.
- (b) The Licensee shall conduct all Bingo Events only on the dates and times, and at the location, which appears on the Licence issued by SLGA.
- (c) A Licensee shall not revise any aspect of the Bingo as approved by SLGA without prior approval of SLGA. Any change to the Licence, such as the addition or deletion of events or changes in times, dates or location of events, must be submitted in writing by the Licensee to SLGA. If approved, SLGA will issue an Addendum to the Licence.
- (d) The Licensee shall ensure that a copy of the approved Class C Restricted Licence, any amendments to the Licence, is posted in a prominent position in the premises for the duration of the Bingo Event.
- (e) No Class C Restricted Licensee shall conduct more than one (1) Bingo Event per week and will be eligible for only one Class C Restricted Licence during a licensing year.
- (f) The Licensee shall comply with all municipal, provincial and federal laws.
- (g) The Licensee shall notify SLGA immediately in writing about anything that has compromised, or may compromise, the fair and honest conduct of the Bingo. This includes, but is not limited to, any suspected cheating or irregularities.

**3. CONDUCT AND MANAGEMENT**

The Licensee shall ensure that:

- (a) Copies of the game program, rules of play, and house rules for the Bingo Event are available to the players at each event;
- (b) All bingo paper sold shall be exchanged for cash, direct debit, or credit card at time of sale.
- (c) Bingo Events do not begin before 9:00 a.m. and conclude by 4:00 a.m.
- (d) An Event Close-Out Summary as approved by SLGA is completed for each and every Bingo Event. The Licensee must each sign, and certify correct, as well as retain a copy of, the Event Close-Out Summary.
- (e) The total annual retail value of all prizes does not exceed \$1,000.
- (f) All prizes are paid as advertised.
- (g) The Net Proceeds from the Bingo Events must be used for charitable or religious

- purposes, as required by the *Criminal Code*. The use of proceeds will only be approved for the advancement of religion, the advancement of education, the relief of poverty or those purposes considered of broad benefit to the community.
- (h) A separate and distinct bank deposits for all lottery Net Proceeds are made to the bank account specified on the application, such that SLGA may be able to distinguish the Bingo proceeds from other funds.
  - (i) All records pertaining to the Bingo Events be retained conducted for a period of one year from the date of the expiry of the Licence.
  - (j) SLGA has the right to access the Licensees' bank records and financial statements where SLGA deems it necessary.
  - (k) Upon the conclusion of the Licence, the Licensee is required to complete an Annual Bingo Financial Report including the revenues, prizes, Expenses and proceeds generated as a result of their Bingo Events. The Licensee shall complete the annual financial report on forms prescribed by SLGA and a copy must be submitted to SLGA within 30 days following the conclusion of the Licence.