

## What You Need to Know

An organization may apply for a raffle lottery if it is a charitable, non-profit and/or religious organization.

If your organization has not been licensed by the City in the past 2 years, you must apply for an eligibility review before applying for a lottery licence.

The City licenses paper-based raffle(s) with prizes up to \$50,000. For raffles with prizes over \$50,000 and electronic raffles contact the Alcohol and Gaming Commission of Ontario (AGCO) at 416-326-8700 or visit [www.agco.ca/lottery-and-gaming/raffle-licensing-overview](http://www.agco.ca/lottery-and-gaming/raffle-licensing-overview)

## Instructions

1. Review the Raffle Licence Terms and Conditions
2. Submit to Gaming Services:
  - Completed Application to Manage and Conduct a Raffle Lottery
  - List of secured prizes and their retail value including taxes
  - Receipt and/or invoice for any prize over \$500 (including donated prizes)
  - Two independent certified appraisals for any prizes that are antiques, art or jewellery
  - For vehicles awarded as prizes (must be new and cannot be offered as a lease) -
    - Bill of sale or a confirmation letter from the dealership indicating make, model, options and full **retail** value including **all** applicable taxes
  - For trips awarded as prizes -
    - Proof of accommodations or the minimum of a \$500 cash prize must be included
    - Proof the travel agents involved are registered with the Travel Industry Council of Ontario (TICO)
  - Sample ticket
  - Copy of all advertising for the raffle event
  - Financial information (an organization must have a lottery trust account as a condition of a lottery licence)
    - Name and address of bank or financial institution
    - Trust account number
  - For prizes over \$10,000.00 -
    - Irrevocable Standby Letter of Credit payable to "Treasurer, City of Toronto" as a guarantee of the prizes (the expiry date of a letter of credit must be 45 days after the date of the lottery event). For details see section 3.6.8 of AGCO's Lottery Licensing Policy Manual
  - Lottery licensing fee
  - Complete contact information on the back of this form and return with application

Incomplete application packages will be returned to the applicant.

Gaming Services will process your application and issue your licence, usually within 15 business days.

### Sample Ticket

Both parts of the ticket must show:

- Name of the charity
- Ticket number
- Lottery licence number

The part of the ticket kept by the organization for the draw must have space for the ticket purchaser's name, address and telephone number.

ABC Charity	ABC Charity
Name: _____	\$500 Acme DVD Player    \$2,000 Acme Scooter
Address: _____	Draw to take place: The Liberty Ballroom, 123 Main Street Saturday, November 24, 2014 at 9:00 p.m.
Telephone: _____	Price: \$5 per ticket or 3 for \$12 2300 tickets printed
Ticket No. 382579 Lottery Licence #M5526	Ticket No. 382579 Lottery Licence #M5526

The part of the ticket kept by the purchaser must show:

- The location(s), date(s) and time(s) of the draw(s)
- A description, including the nature, number and value of the prize(s) to be awarded
- The price of each ticket
- The number of tickets printed

### Contact Person

First name		Last name		
Address		Unit	City	Postal code
Phone	Cell phone		Fax	
Email				
Indicate how your organization would like to receive the lottery licence: (check one)				
Pick up				
Mail				
Mailing address (if different from above)		Unit	City	Postal code

### Contact Us

If you have any questions regarding your application, contact Gaming Services.

Address: Gaming Services  
 East York Civic Centre  
 850 Coxwell Ave., Fl. 3  
 Toronto, ON, M4C 5R1

Telephone: 416-392-7037  
 E-mail: [lotterylicences@toronto.ca](mailto:lotterylicences@toronto.ca)  
 Website: [www.toronto.ca/lotterylicences](http://www.toronto.ca/lotterylicences)  
 Hours: Monday to Friday (except holidays)  
 8:30 a.m. to 4:30 p.m.