

New

Renewal

(Check one of the above)

APPLICATION FOR BINGO LICENSE

AT THE TIME OF FILING APPLICATION FOR BINGO LICENSE OR A RENEWAL THEREOF, A FEE OF \$50 SHALL BE PAID TO THE CITY OF LOS ANGELES. APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO GAMING. LICENSE IS VALID FOR A PERIOD OF ONE YEAR.

ORGANIZATION NAME

ORGANIZATION ADDRESS

CITY

ZIP CODE

TELEPHONE

BINGO ADDRESS (Premises where bingo is to be played, if different from above)

BINGO PREMISES: OWNED LEASED/RENTED RENTAL: \$ _____

IF PREMISES ARE LEASED/RENTED, PERIOD OF LEASE: FROM _____ TO _____

BINGO SCHEDULE -- SESSIONS EACH WEEK

	FIRST	SECOND	THIRD
DAY(S) OF WEEK:			
* TIME: FROM _____ TO _____	_____	_____	_____

(* License will reflect six (6) consecutive hours unless a specific ending time is indicated.)

Specific charitable purpose(s) which bingo proceeds will benefit:

Name(s) and telephone number(s) of authorized person(s) applying on behalf of the Applicant/Licensee organization:

THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF. BY SIGNATURE, WE CERTIFY THAT:

THE APPLICANT ORGANIZATION SHALL CONDUCT ALL BINGO GAMES IN STRICT ACCORDANCE WITH THE PROVISIONS OF SECTION 326.5 OF THE PENAL CODE, ARTICLE 4.5 OF CHAPTER 4 OF THE LOS ANGELES MUNICIPAL CODE, AND ALL RULES AND REGULATIONS PROMULGATED THEREUNDER. THE APPLICANT CONSENTS TO INSPECTION OF THE BINGO PREMISES, ALL ACCOUNTING RECORDS, BANK ACCOUNTS AND ANY OTHER DOCUMENTS RELATING TO FINANCIAL TRANSACTIONS.

ANY AGREEMENT BETWEEN THE APPLICANT OR LICENSEE WITH ANY OTHER PERSON REGARDING THE CONDUCT, OPERATION OR STAFFING OF ANY BINGO GAME(S) SHALL BE SUBMITTED TO THE LOS ANGELES POLICE COMMISSION, CHARITABLE SERVICES SECTION FOR APPROVAL.

SIGNATURES OF **TWO CURRENT** OFFICERS OF THE ORGANIZATION ARE NECESSARY TO EXECUTE THIS APPLICATION.

Signature of Officer

Print Name

Title

Telephone

Signature of Officer

Print Name

Title

Telephone

Date: _____

IMPORTANT – INSTRUCTIONS ON REVERSE

THE FOLLOWING SHALL BE SUBMITTED WITH THE APPLICATION:

1. License fee of \$50.00 payable to "City of Los Angeles."
2. Copy of Internal Revenue Service Tax Exemption determination letter.
3. Copy of State Franchise Tax Exemption determination letter.
4. Copy of Articles of Incorporation, constitution or other rules of operation, including amendments.
5. Copy of Bylaws.
6. Roster of present officers and directors (names, titles, addresses and telephone numbers).
7. Report of charitable services for the past year such as IRS Form 990, Part III, Statement of Program Services Accomplishments.
8. Most recent Balance Sheet and Profit and Loss Statement.
9. Proposed budget (in detail).
10. Identification of bingo bank account including the name and address of bank, account number, and the names of all authorized signatories on the account.
11. Copy of the applicant's bingo game(s) rules.
12. List of games to be played and prizes to be awarded for each game.
13. If premises where bingo is to be played are NOT owned by applicant, a copy of the lease must be furnished.
14. Names and addresses of volunteer members of applicant organization who will staff bingo game(s).
15. Detailed description of financial recording system to account for all bingo proceeds, prizes, expenses, and profits.
16. Copy of the Board of Directors resolution authorizing filing of the Application for Bingo License.
17. Written Statement from the Board of Directors indicating that all bingo staff are members of your organization.
18. Floor Plan with stamp of approval by the Fire Department that includes the layout of the room where bingo will be played (two copies drawn to scale). The plan should be no larger than 8 1/2" x 11" and must show the room dimensions, exits, stages, and the amount of aisle space between tables and walls. Indicate the number and size of tables, the number of seats per table, and the table placement in the room. (See attached floor plan sample.)

NOTICE TO ALL LICENSEES

UPON ISSUANCE OF ANY LICENSE PURSUANT TO THIS APPLICATION, ALL LICENSEES MUST IMMEDIATELY NOTIFY THE LOS ANGELES POLICE COMMISSION, CHARITABLE SERVICES SECTION, UPON ANY CHANGES TO THE INFORMATION ORIGINALLY SUBMITTED.