

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.

ORGANIZATION NAME _____

ORGANIZATION ADDRESS _____ CITY _____ ZIP CODE _____ TELEPHONE _____

STREET ADDRESS (PREMISES WHERE BINGO TO BE PLAYED) _____ CITY _____ ZIP CODE _____

BINGO PREMISES: OWNED LEASED/RENTED RENTAL \$ _____

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

BINGO SCHEDULE -- SESSIONS EACH WEEK

	FIRST	SECOND	THIRD
DAY OF WEEK			
TIME FROM – TO	—	—	—

SPECIFIC CHARITABLE PURPOSE(S) WHICH BINGO PROCEEDS WILL BENEFIT _____

Names and telephone number of authorized persons applying on behalf of the Applicant/Licensee _____

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

*****IMPORTANT – INSTRUCTIONS ON REVERSE*****

THE FOLLOWING INFORMATION SHALL BE SUBMITTED WITH THE APPLICATION

1. Application 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, addresses and telephone numbers).
7. Charitable program services report for the past year.
8. Latest audit or financial statement.
9. Proposed budget (in detail).
10. Location of special bingo bank account, name and address of bank, account number and the names of a minimum of two authorized signatures.
11. Copy of the applicant's rules of the bingo game(s).
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 Lease must be furnished.
14. Names and addresses of volunteer members of applicant organization who will staff bingo game(s). Each volunteer member shall complete and sign Form BD 25.
15. Detailed description of financial record system to account for all bingo proceeds, prizes, expenses and profits.
16. Certified copy of resolution of Board of Directors of organization authorizing the filing of Application for Bingo License.
17. Certified statement from Board of Directors indicating that all bingo staff are members of your organization.
18. Floor Plan with stamp of approval by Fire Department. Layout of room where bingo will be played (two copies drawn to scale). The plan to be not larger than 8 ½" x 11". Show: room dimensions; exits; stages; indicate number of tables, size, and placement; number of seats per table; indicate aisle space between tables and between tables and walls. (See attached form.)

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 OF ANY CHANGES IN THE INFORMATION SUBMITTED RELATED TO THEIR BINGO LICENSE.