

TOWN OF NEEPAWA RAFFLE LOTTERY LICENSE REGULATIONS

The Order in Council 110/2014 pursuant to Section 207(1)(b) of the *Criminal Code* (Canada) permits municipalities to issue licenses and regulate raffles with prizes of \$3000 or less;

The Council of the Town of Neepawa deems it expedient and in the public interest to regulate the licensing of raffle lotteries to charitable and religious organizations where total prizes do not exceed the value of Three Thousand Dollars (\$3000) within the Town of Neepawa.

1. DEFINITIONS

- **Charitable Organization** – an organization which is non-profit and whose objectives or mandate is to provide a community benefit rather than the self-benefit of its individual members. Examples of such organizations would be, but are not limited to: community organizations dedicated to youth, sport or recreational programs; cultural organizations; service organizations and organizations dedicated to the advancement of education or health.
- **Electronic Raffles** – the sale of tickets online, issuing and/or receipt of raffle tickets, the electronic selection of a winner and/or the electronic distribution of prizes.
- **Licensee** – the person or organization to whom the license is issued.
- **Municipality** – shall mean the Town of Neepawa
- **Raffle Lottery** - means a lottery scheme within the meaning of subsection 207(4) of the *Criminal Code* (Canada) in which a prize, consisting of an article of value, or cash or both is awarded or disposed of by lot, by selling a chance of winning the prize to a number of persons for a fraction of the value of the prize. Raffle lotteries can also include, but are not limited to:
 - Regular Raffle – a predetermined number of tickets are printed and sold. The winner is determined by selecting a ticket from a drum.
 - Players Choice Raffle – players choose which draw they wish to participate in from a display of prizes and place their tickets in the respective draw bag/bin/box/pail. The winning ticket for each prize is drawn from only the tickets in the respective bag/bin/box/pail (ex. silent auction).
 - Percentage Payout Raffles (such as a 50/50) - a predetermined number of tickets are sold. A predetermined percentage of total sales are offered as the prize(s). The winner is determined by selecting a ticket(s) from a drum.
 - Sports Event Raffle – tickets produced with the scores marked on each ticket. The winners are determined by matching the scores in the game with the scores on the tickets (ex. Grey Cup or Super Bowl)
 - Ongoing Raffle Event – a raffle conducted on a continuous schedule (ex. Friday night meat draw).
- **Religious Organization** - An organization which is non-profit and whose objectives or mandate is to provide a benefit to a religious community or for the purpose of providing a place of worship or to further its teachings;

2. LICENSING

- The total prize value for each lottery **must not** exceed Three Thousand Dollars (\$3000). For prizes that are donated, the retail value of those donated prizes shall be used.
- Individual ticket prices may not exceed \$2 each
- The Town of Neepawa will not issue licenses to organizations operating an Electronic Raffle.
- Municipal Staff, under the direction of the Chief Administrative Officer, shall be authorized to issue licenses for the Town of Neepawa, provided that the organization is in good standing with the Municipality.
- Each organization must complete the applicable license application and provide payment prior to a license being issued, attached as “*Schedule A*”.
- The Municipality is not obligated to grant licenses and may refer certain organizations directly to the Liquor and Gaming Authority of Manitoba as it deems necessary.

3. RAFFLE REQUIREMENTS

- **Regular Raffle Tickets** must have:
 - A two-part ticket where one part goes to the buyer and the other goes into the draw; or
 - The buyer’s stub which must include:
 - the name and address of the organization selling

- the draw date, time and location
- prize information
- license number
- ticket price
- total number of tickets printed
- a unique ticket number (or scores for sports event raffles), or;
- The draw stubs must include the ticket number (or scores for sports event raffles) and provide a place for the buyers name, address and phone number.

TICKET SAMPLE: All printed tickets must include the following information:

DRAW STUB	BUYER'S STUB
Name _____	Name of Organization _____
Address _____	Address of Organization _____
Phone # _____	Draw Time _____
Ticket # _____	Draw Location _____
	Prize List (include descriptions, values, draw order, restrictions): _____ _____
	Total number of tickets printed _____
	Licence # _____ Ticket Price _____ Ticket # _____

- Note: All tickets must indicate that every ticket holder has the right to witness all draws.

• **Players Choice, Percentage Payout, Sports Event and Ongoing Raffle Events:**

- When multiple priced tickets are being sold for the same prize, the same colour ticket may be used. For raffles offering different prizes for different priced tickets, separate colours must be used for each price and a fixed number of tickets available for sale at each price (ex. 1000 red tickets for \$2 each and 1800 blue tickets at \$5 for 3 tickets).
- Must attach a schedule for all games/dates in which the Percentage Payout Raffle or Players Choice Raffle will occur and the time in which all draws will take place.
- Must include anticipated gross revenues per event and understand that a new license will be required once the anticipated gross revenues equal Six Thousand Dollars (\$6000).
- All rules for how the raffle will run must be clearly described to those purchasing tickets.
- Each ticket sold must have the same chance to win.
- All prizes offered must be given away as offered, unless in the event of a Sports Event Raffle where the winning scores are on unsold tickets or a Players Choice or Percentage Payout Raffle where the prizes are not claimed. These prizes do not need to be awarded and unsold winning tickets should be retained for the organizations records.
- The Town of Neepawa issued Lottery License available and visible at the draw location.

4. FINANCIAL ACCOUNTING AND REPORTING

- The licensee shall keep and maintain financial records of the lottery scheme, known as the Financial Statement and attached as "*Schedule B*".
- The licensee shall submit to the Municipality, no later than 60 days after the holding of each licensed lottery the Financial Statement.

5. LICENSE FEES

- Raffles with cumulative prize values between \$0 and \$250 shall be charged a license fee of \$5.
- Raffles with cumulative prize values between \$250 and \$1500 shall be charged a license fee of \$10.
- Raffles with cumulative prize values between \$1500 and \$3000 shall be charged a license fee of \$20.

6. SUSPENSION OR CANCELLATION OF A LICENSE

- Any person, religious or charitable organization who breaches, contravenes, refuses, neglects or fails to obey or observe any provision of this by-law may have their license suspended or cancelled and future licensing privileges revoked at any time.



**APPLICATION TO MANAGE AND CONDUCT
A RAFFLE LOTTERY**

Organization Name:

Officer(s) applying for license:

Address of Organization:

Phone Number or Email address of applicant:

Application for: (check and then complete appropriate section)

- Regular Raffle (Complete section A – ex. buying a ticket from a book)
- Player’s Choice Raffle (complete section B – ex. silent auction)
- Percentage Payout Raffle (Complete section C – ex. 50/50)
- Sports Event Raffle (Complete section D – ex. Grey Cup, Super Bowl or Hockey Draft)
- Ongoing Raffle (Complete section E – ex. meat draw)

How will proceeds be used?

Estimated Expenses - Will you be incurring any additional costs to operate this raffle (such as prize purchase but excluding ticket printing and prizes)? Please list with dollar amount:

I/we the officers agree to provide the Town of Neepawa the Financial Statement, to be completed and submitted to the Town within 60 days from the draw date.

Officer Signature

Printed Name

Address and phone number of signing officer:

Jointly and severally, hereby certify that:

- We have knowledge of the matters herein set out,
- We have read over the application,
- All facts stated and information furnished herein are true and correct
- We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below,
- If a license is granted, we undertake to comply with all the terms and conditions of such license.

Based on the raffle type you checked, please complete the corresponding application form

A.REGULAR RAFFLE

Closing Date of ticket sales

Draw dates, time & location (specify if early bird or final)

Total number of tickets to be printed:

Numbered from : _____ to _____

Ticket Information (per event) – separate pricing applicable only if prizes are not the same for each ticket value

	Individual Ticket Price	# of tickets	x	Calculation	=	Anticipated Gross Revenue
Single	\$ _____	_____	X	\$ _____	=	\$ _____
Multiple (ex. 3 for \$5)	_____ for \$ _____	_____	/	_____ X \$ _____	=	\$ _____
	_____ for \$ _____	_____	/	_____ X \$ _____	=	\$ _____

**Cumulative PRIZE VALUES cannot exceed \$3000*

Prizes to be awarded

Description	Retail Value	Cost to Organization
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

Total

\$ _____

A winner or winners will be determined by:

random draw

other:

Names of winners will be publicized by:

Winners will be notified by:

B. PLAYERS CHOICE RAFFLE

Organization/Team Name: (be specific)

of dates the Players Choice Raffles will be held (attach a detailed schedule to this application)

At what address are records physically kept (legal):

Raffle Contacts:

Name					
Mailing Address					
Town		Prov		Postal Code	
Phone 1		Phone 2			
Email					

Ticket Information (per event) – separate pricing applicable only if prizes are not the same for each ticket value

	Individual Ticket Price	# of tickets	x	Calculation	=	Anticipated Gross Revenue
Single	\$		X	\$	=	\$
Multiple (ex. 3 for \$5)	___ for \$ ___		/	___ X \$ ___	=	\$
	___ for \$ ___		/	___ X \$ ___	=	\$

Prizes offered:

of prizes/packages

Approximate value of each prize/package:

Total Prize Values:

**Cumulative PRIZE VALUES for all raffles under this license cannot exceed \$3000*

C. PERCENTAGE PAYOUT RAFFLE

Organization/Team Name: (be specific)

Of dates the Percentage Payout Raffle will be held

(attach a detailed schedule to this application including dates and approximate times)

Draw Location: (building name and address):

Raffle Contacts:

Name					
Mailing Address					
Town		Prov		Postal Code	
Phone 1		Phone 2			
Email					

Ticket Information (per event) – separate pricing applicable only if prizes are not the same for each ticket value

	Individual Ticket Price	# of tickets	x	Calculation	=	Anticipated Gross Revenue
Single	\$		X	\$	=	\$
Multiple (ex. 3 for \$5)	___ for \$___		/	___ X \$___	=	\$
	___ for \$___		/	___ X \$___	=	\$

Value of all Prizes offered:

50% of sales

Other:

***Cumulative PRIZE VALUES for all raffles under this license cannot exceed \$3000**

D. SPORTS EVENT RAFFLE

Event Date:

Sporting Event: Grey Cup Super Bowl Other: _____

Ticket Information

# Sets	x	tickets per set	x	ticket price	x	anticipated total
	x		x		x	

*anticipated net revenue must be less than \$3000

Prizes offered:	Correct	Reverse
1st quarter score	\$	\$
2nd quarter score	\$	\$
3rd quarter score	\$	\$
4th quarter score	\$	\$

***Cumulative PRIZE VALUES for all raffles under this license cannot exceed \$3000**

Additional Prizes (if applicable, provide details and approximate value):

E. ONGOING RAFFLE EVENT

Organization Name: (be specific)

Of dates the Ongoing Raffle will be held

(attach a detailed schedule to this application including dates and approximate times)

Draw Location: (building name and address):

Raffle Contacts:

Name					
Mailing Address					
Town		Prov		Postal Code	
Phone 1		Phone 2			
Email					

Ticket Information (per event) – separate pricing applicable only if prizes are not the same for each ticket value

	Individual Ticket Price	# of tickets	x	Calculation	=	Anticipated Gross Revenue
Single	\$ _____		X	\$ _____	=	\$ _____
Multiple (ex. 3 for \$5)	_____ for \$ _____		/	_____ X \$ _____	=	\$ _____
	_____ for \$ _____		/	_____ X \$ _____	=	\$ _____

**Cumulative PRIZE VALUES for all raffles under this license cannot exceed \$3000*

Approximate value of all Prizes offered per draw:

Town of Neepawa Raffle Financial Report

Organization Name _____

Address _____

Date Raffle Sales Began: _____

Date Sales Ended or Draw Date: _____

Date of Raffle (if Percentage Payout list all draw dates)

Tickets Printed (or start #)

Tickets Unsold (or end #)

Tickets Sold

Value of all prizes awarded (2)

Gross Revenue (1)

Date of Raffle (if Percentage Payout list all draw dates)	Tickets Printed (or start #)	Tickets Unsold (or end #)	Tickets Sold	Value of all prizes awarded (2)	Gross Revenue (1)

Gross Revenue (1) \$ _____

Prizes Awarded (2) \$ _____

Summary of Expenses (3):

Raffle ticket printing \$ _____

Other printing costs \$ _____

Advertising \$ _____

Wages \$ _____

Other (specify) _____ \$ _____

License Fee \$ _____

Total Expenses (3) \$ _____

Please remember that this form and all supporting receipts must be kept for at least 3 years

Net Profit (1-2-3): \$ _____

Schedule of Draw Dates

to be used with (B) Player's Choice Raffle form or
(C) Percentage Payout Raffle or
(D) Ongoing Raffle

Date	Approximate Draw Time (ex. 3 p.m. or start of third period)	Location of Draw (building name & address)	\$ Amount of Prize
			TOTAL \$

*Cumulative PRIZE VALUES cannot exceed \$3000.



Raffle Lottery License # _____

The Town of Neepawa has approved the:

To manage and conduct a:

- Regular Raffle Player's Choice Raffle Percentage Payout Raffle
- Sports Event Raffle Ongoing Raffle

From the following location (building name and address):

On the following date(s) and time(s):

Subject to the terms and conditions agreed to by the Licensee in the application.

Total cumulative value of all PRIZE VALUES for each raffle under this license to not exceed: \$ _____

TOTAL

Date of Issue: _____

License Fee \$ _____

Authorize Town of Neepawa Signature