

CITY OF NEW ORLEANS
DEPARTMENT OF FINANCE
BUREAU OF REVENUE

APPLICATION FOR A LICENSE TO CONDUCT
A BINGO, KENO OR FAFFLE

1. Official Name of Organization: _____

2. Principle Place of Business: _____
_____ Zip code _____

Office Phone Number: () _____

3. Mailing Address: _____
_____ Zip code _____

4. Type of Organization:
 Non-Profit
 Senior Citizen Club
 Other (Explain) _____

5. Organization Officers:

Name of Officer	Soc. Sec. #	Current Home Address	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Type of License Requested:

- BINGO \$100.00 RAFFLE \$10.00
 KENO \$100.00 ELECTRONIC VIDEO BINGO \$100.00
 PULL TABS
(annual-bingo hall \$250.00) (annual-other location \$50.00)
(per occasion \$15.00)
 OTHER _____

The owner of an Electronic Video Bingo Machine must possess a current license, before a license will be issued to an organization to operate electronic video bingo machines.

7. Address of Premises where games will be conducted:

NOTE: "Leased bingo halls" must be licensed as such before an organization will be granted a bingo license. Verification should be made with the leased bingo hall facility or the City of New Orleans.

8. Are premises owned by the applicant: _____ Yes _____ No
If yes skip number 9.

9. Leased Premises:

A. Name of Property Owner: _____

B. Mailing Address: _____
_____ Zip Code _____

C. Telephone Number: () _____

A properly executed copy of the lease or rental agreement must be submitted with this application. If sub leased, a copy of the original lease is also required.

10. Person(s) supervising the gaming operations:

Name/Title	Soc. Sec. #	Current Home Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Dates and times when games of chance will be held:

- (a) Weekly - Day(s) _____ Time _____
- (b) Bi-weekly - Days(s) _____ Time _____
- (c) Monthly - Days(s) _____ Time _____
- (d) Other - Days(s) _____ Time _____

12. Please indicate all expenses to be incurred with the holding or operating games of chance.

Description	Amount
() Supplies and Materials	\$ _____.
() Bookkeeping/accounting	\$ _____.
() Security Services	\$ _____.
() License Fees	\$ _____.
() Utilities	\$ _____.
() Rental (Space)	\$ _____.
() Other	\$ _____.
() _____	\$ _____.

13. List prizes and/or value to be offered for each game.

<u>PRIZES</u>	<u>VALUE</u>
1 st Game _____	\$ _____.
2 nd Game _____	\$ _____.
3rdGame _____	\$ _____.
4th Game _____	\$ _____.
5th Game _____	\$ _____.
6th Game _____	\$ _____.
7thGame _____	\$ _____.
8th Game _____	\$ _____.
9th Game _____	\$ _____.
10th Game _____	\$ _____.
11thGame _____	\$ _____.
12th Game _____	\$ _____.
13th Game _____	\$ _____.
14th Game _____	\$ _____.

The Department of Finance must be notified in writing if there are any changes in prizes to be awarded.

14. A) Name and address of charity which proceeds are being devoted:

B) Purpose for which proceeds will be devoted:

The Department of Finance must be notified in writing within fifteen calendar days of any changes in the ownership, management, office holders, board of directors or partners of your organization.

15. Is a copy of the organizations tax exempt status certification obtained under 26 U.S.C. 501C (3) (4) (8) (19) Yes_____ No_____

If no please explain: If yes please attach a copy.

No commission, salary, compensation, regard or recompense will be paid to any person for holding, operating, conducting or assisting in the holding, operating or conducting of bingo or keno games held pursuant to this application except for security, accounting or janitorial services.

This application must be signed by the legally responsible official of the organization in his representative capacity.

To the best of my knowledge the aforementioned information is true and correct.

Date	Signature of Applicant	Title/Position
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STATE OF LOUISIANA
PARISH OF ORLEANS

Before me, the undersigned Notary Public, personally came and appeared

the appearer(s) in the above and foregoing instrument, who declared under oath to me, Notary, that he (they) prepared and signed the above and foregoing application and attached data, and that the signature(s) appearing thereon is (are) his (their) own free and voluntary act, and for the intent and purpose therein expressed, and that I (we) swear that the information given therein is true and correct.

Swore and subscribed before me this _____ day of _____ 20_____

Notary Public

CITY OF NEW ORLEANS
DEPARTMENT OF FINANCE – BUREAU OF REVENUE

Personally came and appeared before me, the undersigned _____

Who, upon being duly sworn and says:

The applicant does not conduct a bingo, keno, or raffle in any other parish. I also understand that no applicant which operates or conducts a bingo, keno, or raffle in another parish shall be granted a license under this chapter and the operation or conduct of bingo, keno or raffles by a licensee under this chapter in another parish shall be cause for suspension or revocation of the license granted by this chapter.

Signature of Affiant

SWORN TO AND SUBSCRIBED BEFORE

ME ON THIS _____ DAY OF _____

20_____.

NOTARY PUBLIC

APPLICATION FOR A LICENSE TO CONDUCT
A BINGO, KENO OR RAFFLE

Enclosed as per your request are the forms necessary to obtain a Bingo, Keno or Raffle License. Please complete and return this application along with your check made payable to the City of New Orleans.

Chapter 14 of the Code of the City of New Orleans requires the following documents to be submitted in order to obtain a license to conduct charitable raffles, bingo or keno:

1. Written application on Department of Finance forms thirty (30) days prior to the commencement of activities.
2. Copy of letter from the I.R.S. showing tax exempt status in accordance with 501c 3, 4, 8, or 19 statues.
3. Affidavit on each person conducting or aiding with the games that they are active members of the organization, responsible for operations and a domicile of Orleans Parish.
4. Sworn affidavit by applicant that he does not conduct a bingo, keno or raffle in any other parish of this state.
5. Photo copy of State's Bingo, Keno or Raffle license.
6. Check for \$100.00 (Bingo License Fee)
7. Check for \$10.00 (fee for one annual raffle)

Senior Citizens Club:

- Proof that at least 75% of its members are fifty-five or older.
- Not required to furnish proof of tax exempt status

Winning Pots:

- Total pot cannot exceed \$3,500.00 per event. This includes potential winnings.

Subsequent to the completion of the activity a financial report shall be filed with our office acknowledging the disposition of funds raised.

If there are any questions, please contact the Application Unit at (504) 658-1655.

DEPARTMENT OF FINANCE
BUREAU OF REVENUE
APPLICATION UNIT
BINGO LICENSE SECTION