

Bazaars Information Package

What is a Bazaar?

A bazaar is a sale of goods held to raise money for a charity. Municipalities may issue licences to allow eligible organizations to conduct and manage lottery events in conjunction with a bazaar, provided the lottery events are ancillary to the bazaar itself. Three types of lottery events are permitted at bazaars: wheels of fortune, bingo and raffles and penny auction raffles.

Licence Application Checklist

These items must be enclosed with each **Licence Application** form (**Do not** send separately):

- Licence fee – Set by Municipality. Must not exceed 3% of total prizes to be awarded (cheque payable to the Town of Tillsonburg)
- Completed application form
- Except for penny raffles, a complete list of the prizes to be awarded for each game;
- Detailed description of the manner in which the winner will be determined for each game;
- For raffles, please refer and include the information outlined in the “Raffle Information Package”
- For bingos, please refer and include the information outlined in the “Bingo Information Package”

First-time applicants may be required to enclose copies of:

- Completed questionnaire
- Incorporation Papers (Letters Patent)
- Constitution and By-laws
- Copy of budget for the current year
- Copy of financial statements for the preceding year
- The current listing of the Board of Directors
- Latest Report to the Public Guardian and Trustee
- Charitable number for income tax purposes
- Copy of the Notification of Registration Letter (Canada Customs and Revenue Agency) with any supporting documentation, including the status and terms of registration
- Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year (audited, where applicable)
- A detailed description of its activities provided in the previous year and specific costs incurred in delivery
- Copy of annual report
- Any other information that will assist in determining the charitable nature of the objects and purposes

For more information please review the following documents and the AGCO website <https://www.agco.ca/> :

- Quick Guide to Lottery Licence Applications
- Bazaar Licence Terms and Conditions
- Lottery Licence Terms and Conditions
- Application to Manage and Conduct a Lottery Type Scheme at a Bazaar
- Lottery Report

For more information please contact the Office of the Clerk at clerks@tillsonburg.ca