

## Bingo Lottery Information Guide

### What is a Bingo Lottery?

Bingo is a game of chance where players are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

[Alcohol and Gaming Commission of Ontario's Lottery Licensing Policy Manual](#)

[Chapter 9: Bingo – In Non-Pooling Bingo Halls](#)

### Link to Important Documents:

- [Application to Manage and Conduct a Bingo Lottery](#)
- [Bingo Report](#)
- [Licence Terms & Conditions](#)
- [Bingo Licence Terms & Conditions](#)

### Licence Application Checklist

These items must be enclosed with each Licence Application form. (Do not send

- **Licence fee**  
3% of licenced prize board (cheque payable to the Municipality of Chatham-Kent from your lottery trust account)
- **Completed application form**
- **Rules of play**
- **A game of schedule outlining:**
  - The bingo games to be played
  - The winning arrangement of numbers for each game
  - The value of the prize for each game
  - The minimum & maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games

- The set percentage used to calculate the variable prizes for the individual table board games
- The prize of bingo paper, if applicable
- The total value of all prizes offered for the bingo event
- The name and address of the premises where the bingo event is to be held
- Any special purchase for used bingo paper exchanged for new paper (e.g. \$0.25 instead of \$0.50)
- The starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it including the fixed time slot for any Table Board Bingo games

### First Time Applicants:

Must complete an eligibility application and submit any supporting documentation (constitution, bylaws, etc.). Contact the Licensing Department.

### Licence Report Checklist:

Report is due **30 days** following the last bingo event on the licence

- **Submit completed Bingo Report Form**
- **Deposit Slips**
- **Bingo Summary** (see sample attached)

## Sample Rules of Play

The information below was taken from the Terms and Conditions (Form 3011E) for Regular and Special Bingo Licences

1. Must be 18 years of age or older to play.
2. Minimum pay-out per game will be \$5.00 divided among winners.
3. More than 1 winner pay-out will be rounded up to the nearest \$1.00.
4. The arrangement of numbers required to be covered on bingo paper in order to win the game and the amount of the prize for each game must be announced to the players immediately before each game begins.
5. A player must be declared the winner of a game if they have covered all of the numbers in the required arrangement.
6. A player does not need to have the last number called in order to be declared a winner.
7. A licensee must verify, at the time a player claims to have won and before a prize is paid out, that the numbers covered on the bingo paper are a winning arrangement:
  - a) By audible call-back of the numbers covered on the bingo paper in the immediate presence of one (1) or more neutral players; or
  - b) Through the use of the bingo caller's electronic verification system and by confirming visually the numbers covered on the bingo paper. The licensee must purchase, lease or rent electronic bingo verifying equipment that complies with the requirements and standards for the devices only from Gaming-Related Suppliers registered under the Gaming Control Act, 1992.
8.
  - a) After a winner has been declared, the licensee must ensure that the caller inquires clearly and audibly three (3) times of the players whether there are any other players claiming to be a winner of that game. If there are no other winners, the licensee must ensure the caller declares the game to be closed.
  - b) No claim of a player to have won a game is valid if made after the game has been declared closed.
9.
  - a) The total prize, as announced prior to the commencement of the bingo game, must be paid to a winner or winners. The caller must announce the number of winners for each game and the amount paid to each winner.
  - b) Where there is more than one (1) winner of a bingo game, the prize offered must be divided equally amongst all players having obtained a valid bingo. The licensee may set a minimum prize payout not to exceed five (5) dollars. The total amount awarded in prizes must not exceed the licensee's licensed prize board.
10. In the event that the number on a ball is miscalled, the actual number on the ball and not the called number must be the official number for the game. Any claim by a player to have won a bingo using a miscalled number must be disallowed.
11.
  - a) The designated member in charge of the bingo occasion, acting on behalf of the licensee, must provide a handwritten, electronic or videotaped record for each bingo game played outlining the order in which the numbers were called for each game held during the bingo event. This is the official record of the games.
  - b) In the event of an error in verification of bingo paper, resulting in a game being declared closed, the game must be reconstructed using the official record to identify the numbers previously called and the game must continue until won by a player. The record and winning bingo paper must be retained for 30 days following the bingo event.

12. If it should be determined that a game has been closed as the result of a miscalled number and there is not a valid winner for the game, the game must be reconstructed using the official record to identify the numbers previously called and the game must continue until won by a player.
13. The licensee may establish House Rules governing the conduct of the bingo. House Rules must be displayed at the premises where the bingo is being conducted. In the event that a House Rule conflicts with the terms and conditions or any other regulation, the terms and conditions or regulation will take precedence.

## Sample Bingo Summary

(to attach to report)

Payouts			# Winners	Payout	Total
Game 1	Single Line	\$ 10.00			
	Double Line	\$ 25.00			
Game 2	Single Line	\$ 10.00			
	Double Line	\$ 25.00			
Special	Letter L	\$ 20.00			
	Full Card	\$ 75.00			
Game 3	Single Line	\$ 10.00			
	Double Line	\$ 25.00			
Game 4	Single Line	\$ 10.00			
	Double Line	\$ 25.00			
Share the Wealth	Full Card	half of proceeds			
Game 5	Single Line	\$ 12.00			
	Double Line	\$ 25.00			
Game 6	Single Line	\$ 10.00			
	Double Line	\$ 25.00			
Jackpot	Letter H	\$ 30.00			
	8 around centre	\$ 30.00			
	Full Card	\$200.00			
				<b>Payout</b>	

Cash Report	
Cash on Hand	
Payouts	
Minus Float	
Deposit	

<b>Attendance</b>	
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<b>Date of Event</b>	
<b>In Charge</b>	
<b>Caller</b>	