1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

BINGO LICENSE
INSTRUCTION & INFORMATION SHEET

The State of California and the City of San Diego have authorized Bingo for Non-Profit, Charitable Organizations. The following rules will be adhered to within the City of San Diego (San Diego Municipal Code Section 33.3400). **ONLY** organizations, which are exempt from taxes under Franchise Tax Board No. 23701a, 23701b, 23701d, 23701e, 23701f, 23701g and 273011 will qualify for a license.

1. All bingo games shall have a license.
2. Applications for licenses must be submitted not less than thirty (30) days prior to the proposed starting date.
3. The license is issued to **ONE** (1) organization and to **ONE (**1) LOCATION **ONLY.** The license cannot be transferred to another organization, person or location.
4. Bingo games shall be played **ONLY** on property owned or leased by the organization conducting the games.
5. No minors (under the age of 18 years) shall be allowed to participate.
6. All bingo games must be open to the general public.
7. All bingo games shall be operated and staffed only by members of the organization conducting the game, who have been approved by the Chief of Police. Such members shall not receive any profit or wage from any bingo games.
8. All profits from bingo games shall be kept in a special fund or account. Within ten (10) days after any bingo games, the licensee shall file with the Chief of Police a Financial Report of all monies collected, disbursed and the amount retained for charitable purposes. If the games are held on an ongoing basis, the reports shall be filed every month. The Chief of Police shall have the power to inspect all books, records and papers of the organization in regards to bingo.
9. The participants must be physically present to take part in the bingo game.
10. The total value of the prizes awarded during the conduct of any bingo game **shall not exceed** two hundred and fifty dollars ($250.00) in cash or kind, or both, for each separate game which is held.
11. **NO** bingo game may be conducted between the hours of midnight and 8:00 a.m.
12. Any peace officer shall have free access to any bingo game licenses. The licensee shall have the bingo license and list of approved members on the Non-Profit Organization who will operate the bingo game available for inspection during the bingo games.

ANY violations of the rules constitute a misdemeanor and can be grounds for suspension or revocation of the bingo license and/or criminal prosecution.

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THE FOLLOWING INFORMATION SHALL BE SUBMITTED WITH THE BINGO APPLICATION.

- ☐ Copy of your organization's articles of incorporation, constitution of other rules of operations including amendments.
- ☐ Copy of bylaws.
- ☐ Roster of present officers and directors (names, addresses and telephone numbers).
- ☐ Copies of Internal Revenue and State Franchise Tax Exemptions.
- ☐ Location of special bingo bank account, name and address of bank, account number and authorized signatures.
- ☐ Copy of the applicant's rules of the bingo games, type of games to be played and prizes to be awarded for each game.
- ☐ If premise(s) where bingo is to be played is (are) not owned by the applicant, please furnish a copy of your lease. A statement setting forth the specific use of the premise(s) (including days and hours of operation) by the organization other than for playing bingo is required.
- ☐ Names and address of at least two but no more than eight members who are Bingo Managers. Managers must complete and sign the Bingo Operator Application. Managers must be on site for each bingo games and must manage and supervise the conduct of the game. Names and addresses of volunteer members of applicant organization who will staff bingo game(s). Each volunteer member shall complete and sign the Bingo Operator Application.
- ☐ Detail description of financial record system of account for all bingo proceeds, prizes, expenses and profits.
- ☐ PERMIT FEE- $83.00 check, cash or money orders are accepted. Please make checks payable to: City Treasurer. NO THIRD PARTY CHECKS or CREDIT CARDS WILL BE ACCEPTED.

Upon the issuance of any license pursuant to this application, the licensee shall immediately submit to the licensing division any change in the information submitted on or with this application. Any change in **MANAGERS** must be reported to the licensing unit within ten (10) days.

FREE DRAWINGS

INSTRUCTION & INFORMATION SHEET

The California Penal Code Sections 319, 320, 322, 330 and 331 regulates gambling in the State of California. The three (3) basic elements needed to complete the violation of gambling are **CONSIDERATION** (Anything of Value), **CHANCE** and **PRIZE**. Therefore, to legally conduct a gambling operation, one of the elements must be removed. If **CHANCE** or **PRIZE** were eliminated, the appeal or excitement of gambling would not be present. The third element, **CONSIDERATION, MUST BE ELIMINATED.**

To eliminate CONSIDERATION, thereby making drawings legal, the following instruction should be carefully followed:

- The words **"FREE DRAWING"** should be printed on the top of each ticket. You should also indicate there is **'NO PURCHASE NECESSARY"** to participate in the drawing. All advertising or printed material should contain this information.

- Suggested donations may be printed on the tickets; however, should be preceded by **"FREE DRAWING"** and **"NO PURCHASE NECESSARY"** and under no circumstances should it be implied that a donation is required before a ticket can be obtained.

"DISPENSING TICKETS"

Those persons dispensing tickets must be prepared to give away **FREE** tickets or provide instructions on how **FREE** tickets may be obtained. The number of tickets dispensed to an individual **CANNOT** in any way be relative to the donation received by the organization.

Examples:

- Participant 'A' donated fifty dollars ($50.00). In return, he receives ten (10) tickets.

- Participant 'B' donates five dollars ($5.00). He must also receive ten (10) tickets, the same as Participant 'A'.

- Participant 'C' requests tickets for FREE. He must also receive ten (10) tickets, the same as Participants 'A' and 'B'.

Whatever the quantity of tickets decided upon to be dispensed to individuals, it must remain constant for all participants regardless of the amount donated by an individual participant.