

BINGO LICENSE INSTRUCTION SHEET

THE ATTACHED PASCO COUNTY BINGO LICENSE APPLICATION IS APPLICATION TO ALL ORGANIZATIONS, GROUPS, ASSOCIATIONS, OR INDIVIDUALS WHO INTEND TO CONDUCT BINGO GAMES OR LEASE PREMISES FOR THE PURPOSE OF CONDUCTING BINGO WITHIN PASCO COUNTY.

Applicants of an "A" license shall be a licensed charitable organization, authorized organization, associational group, or organization who will conduct bingo games at their own site or a site leased from another licensed organization or property owned by a municipality or the county which is duly authorized for the conduct of such games. Applicants of a "B" license are person(s) or organizations acting as a lessor to an "A" license holder. Persons or organizations conducting bingo and acting as a lessor must apply for both the "A" and "B" licenses.

QUESTION 1 - Provide the name and physical address of the hall used for bingo games.

QUESTION 2 - Provide the name of the persons or organization who is your landlord for the hall.

QUESTION 3 - If your organization is leasing the location for the purpose of conducting bingo or for the purposes of subleasing it to another, provide the name you used on the lease. List any DBA's you used on the contract.

QUESTION 4 - If your organization is acting as a landlord to another who will be using the hall for bingo games, provide the name(s) and address(es) for the tenant(s), as well as a contact person(s) who is involved with that organization's bingo operations. Attach sheets if necessary.

QUESTION 5 - Self-explanatory.

QUESTION 6 - Provide the name(s) of the authorized applicant sponsor who will be deriving benefit from the bingo games. Full first name, middle initial, last name.

QUESTION 7 - The listed questions must be completed by the persons requested, who then must sign the applications individually.

QUESTIONS 8, 9, 10, 11, and 12 - Self-explanatory.

QUESTION 13 - List the authorized signers who will be issuing checks, disbursing funds, and reconciling the monthly statements.

QUESTION 14 - Use the Financial Statement and Renewal Affidavit forms available from the Pasco County Central Permitting Offices located in New Port Richey, Land O' Lakes, and Dade City.

QUESTION 15 - The member volunteer list must include the volunteer's full name and date of membership application. Updated volunteer lists shall be in the possession of the Sheriff prior to any new members assisting in the conduct of bingo. When filing an updated volunteer list, a new application is not required nor is a fee assessed.

QUESTION 16 - The statement must be read and attested to by persons described in Section 2 (Definitions) of the Ordinance. These "principal officers" must be included in Question #7 of this application. The signatures must be notarized according to the State notary laws.