



CITY OF LOS ANGELES BINGO LICENSE APPLICATION *Checklist*

<i>Forms & Supplementary Documents Needed to Complete the Bingo License Application</i>		Complete	
		Yes	N/A
1	Complete all fields of the License Application		
2	License fee of \$50 made payable to the City of Los Angeles (Checks or money orders only)		
3	Copy of Internal Revenue Service Tax Exemption determination letter		
4	Copy of State Franchise Tax Exemption determination letter		
5	Copy of Articles of Incorporation, constitution or other rules of operation, including amendments		
6	Copy of the organization's bylaws		
7	Roster of current officers and directors (Names, titles, addresses and telephone numbers)		
8	Report of charitable services for the past year (IRS Form 990, Part III, Statement of Program Services Accomplishments)		
9	Most recent Balance Sheet and Profit and Loss Statement		
10	Detailed proposed budget		
11	Complete the financial institution information form (Provide bank details, account number and all signatories on the account)		
12	Copy of the applicant's bingo game(s) rules		
13	List of game(s) to be played and prizes to be awarded for each game		
14	Copy of the Lease Agreement or Rental Agreement (if applicable)		
15	Complete the Bingo Volunteer-Member Information Form for Bingo staffing (Enclosed)		
16	Provide detailed description of all financial recording systems to report bingo proceeds, prizes, expenses and profits		
17	Copy of the Board of Directors resolution authorizing the filing of the Application for the Bingo License		
18	Written statement from the Board of Directors indicating that all bingo staff are members of the organization		
19	Provide two 8 1/2 x 11 copies of the approved Floor Plan stamped by the Fire Department (The floor plan should detail the layout of the room where bingo will be conducted, and must show the room dimension, exits, stairs, and the amount of aisle space between tables and walls. Indicate the number of seats per table, size of the tables, and table placements in the room) ~ Exemplar enclosed		

NOTICE TO ALL LICENSEES

Pursuant to the Los Angeles Municipal Code, once a license is issued, any changes to the original information submitted in the application shall be reported to the Los Angeles Police Commission, Charitable Services Section.



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New

Renewal

At the time of filing an application for a new bingo license or a renewal, a fee of \$50 must be paid via check or money order, payable to the "City of Los Angeles." Completed applications must be submitted at least 60 days prior to all bingo games. Licenses are valid for one year from the date issued.

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Contact No: _____

Person applying on behalf of the Applicant or Licensee organization:

Name: _____ Contact No: _____

Bingo Location: _____

City: _____ State: _____ Zip: _____

Is the premises: Owned Lease Lease Dates: From _____ To: _____

Rental Rental Fee: _____ Rental Dates: From _____ To: _____

Specific charitable purpose(s) which bingo proceeds will benefit: _____

Bingo Schedule - Each Week: (License will reflect six consecutive hours unless a specific ending time indicated)

First - Day of the Week: _____ Time From: _____ Time To: _____

Second - Day of the Week: _____ Time From: _____ Time To: _____

Third - Day of the Week: _____ Time From: _____ Time To: _____

Special Event Date: _____ Time From: _____ Time To: _____

Special Event Date: _____ Time From: _____ Time To: _____

The information contained herein is true and correct to the best of our knowledge and we hereby certify:

The applicant organization shall conduct all bingo games in strict accordance with the provisions of section 326.5 of the Penal code, Article 4.5 of Chapter 4 of the Los Angeles Municipal Code, and all rules and regulations promulgated thereunder. The applicant consents to inspection of the bingo premises, all accounting records, bank accounts and any other documents relating to financial transactions.

Any agreement between the applicant or licensee with any other person regarding the conduct, operation or staffing of any bingo game(s) shall be submitted to the Los Angeles Police Commission, Charitable Services Section for approval.

This application must be signed by TWO OFFICERS of the organization in order to be executed.

Signature of Officer

Print Name

Title

Date

Signature of Officer

Print Name

Title

Date



FINANCIAL INSTITUTION INFORMATION FORM

Financial Institution: _____

Financial Institution's Address: _____

City: _____ State: _____ Zip: _____

Financial Institution's Contact Number: _____

Account Number: _____

Authorized Signatories on the Account

Name: _____

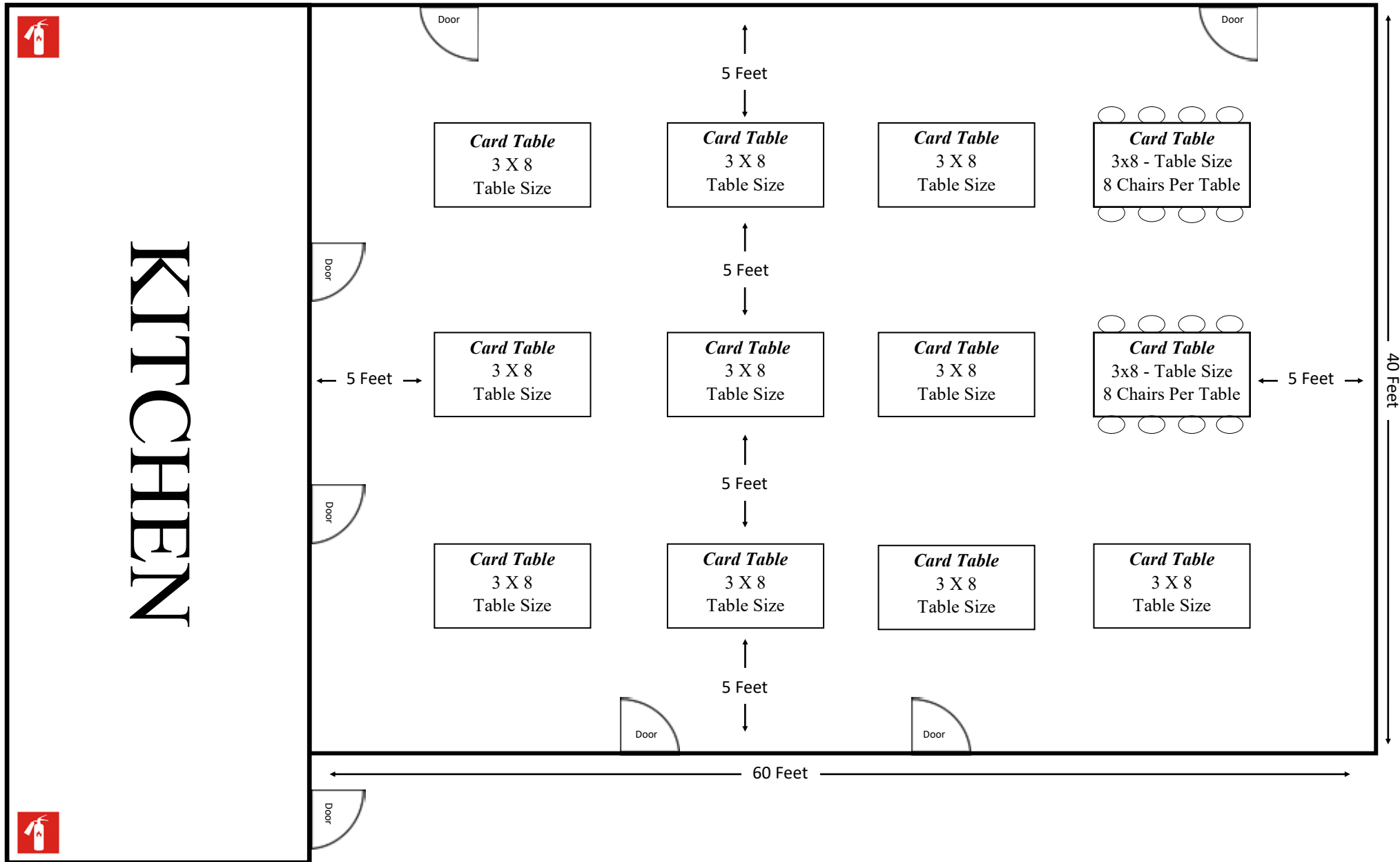
Name: _____

Name: _____

Name: _____

Name: _____

Floor Plan Exemplar



Number of Tables: _____

Number of Chairs Per Table: _____

Total Number of Chairs: _____



BINGO VOLUNTEER - MEMBER INFORMATION SHEET

Name		Address	Contact No.	Email	Signature
0	Sample Sample	100 W. 1st Street, Room 147 Los Angeles, CA 90012	(213) 123-4567	emailsample@sample.com	
1					
2					
3					
4					
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6					
7					
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12					
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