



COUNTY OF GREENE

OFFICE OF THE TREASURER

93 East High Street 1st floor Waynesburg, PA 15370
(724) 852-5225 treasurersoffice@greencountypa.gov

Bingo Application Checklist

Please review all items prior to submitting your application to avoid a delay in processing.

*The following items **must** be provided in order to obtain a Bingo license. Organizations that do not provide the required items noted below may be ineligible to receive a license.*

1. ☐ **Non-Profit Status:** Enclose a copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
2. ☐ **Incorporated:** Enclose a copy of the applicant's Articles of Incorporation.
3. ☐ **Non-Incorporated:** Enclose a copy of bylaws or other legal documents that define the organization's structure and purpose.
4. ☐ **Bingo Application:** Enclose a completed signed application along with a signed Unsworn Declaration.
5. ☐ **Payment Enclosed:** Check, money order, or cashier's check made payable to the Bucks County Treasurer must be enclosed with the application.
6. ☐ **Lease or Rental Agreement:** Enclose copies of all written lease or rental agreements between the applicant and the owner of the premises upon which the Bingo games will be conducted, if such premises are rented or leased. If premises are owned, please provide copy of the deed. Also include lease or rental agreement for bingo equipment.

Applications are to be submitted at least 30 days prior to the expiration of your current license.

Please visit the Treasurer's webpage at www.greencountypa.gov for additional resources and forms.

Applicants will be notified via e-mail if the application cannot be processed due to missing documents or information. As a result of such notification, the Treasurer's Office will hold the application in a pending status for 15 days. After that time period, incomplete applications will be made inactive and returned to the organization along with payment.

APPLICATION FOR BINGO LICENSE

COMMONWEALTH
OF PENNSYLVANIA



INSTRUCTIONS FOR COMPLETION OF FORM

1. Qualified associations may use this form to apply for a license to conduct the game of bingo, pursuant to the Bingo Law, 10 P.S. §§ 301—308.1.
2. All information shall be typed or printed in black or blue ink.
3. Submit the completed application to the county treasurer, or in any home rule county or city of the First Class, where there is no elected treasurer, to the designee of the governing authority. (For Philadelphia County, this is the City of Philadelphia Department of Licenses and Inspections.)
4. Community recognized nonprofit organizations applying for a special permit to conduct bingo for entertainment purposes only are exempt from paying any fee; the application and special permit are issued free of charge.
5. Associations which conduct bingo during one period each year for not more than three (3) consecutive days shall pay a \$15.00 annual licensing fee.
6. Recognized senior citizens' groups who conduct bingo for their members only shall pay a fee of \$50.00 per year.
7. The fee for all other nonprofit associations, including agricultural associations and county fairs, is \$100.00 per year.
8. The application shall be signed by the executive officer or secretary of the association. The application does not require notarization.

Name of Association

Phone Number

Street Address

County

GREENE

City

State

PA

Zip

Location of Bingo
Games (Address)

APPLICATION FOR BINGO LICENSE

COMMONWEALTH
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The association is a senior citizens' group which conducts bingo for its members only.

☐ Yes

☐ No

The association is an agricultural association or county fair.

☐ Yes

☐ No

The association is a bona fide consolidated volunteer fire company.

☐ Yes

☐ No

This year the association will conduct bingo during only one period which shall not exceed three (3) consecutive days

☐ Yes

☐ No

If yes, list start date: _____

The association is a nonprofit community recognized organization applying for a special permit to play entertainment bingo only, subject to the following requirements:

☐ Yes

☐ No

- The association is conducting bingo for entertainment purposes only and all prizes awarded will be of nominal value only.
- The association shall not conduct bingo for the purpose of making a profit.
- No person who has been convicted of a felony or a violation of the Bingo Law shall be permitted to manage, set up, supervise or participate in the operation of the bingo game.
- No person shall be compensated for services rendered in the operation of bingo under this license.

The association (check the appropriate line):

- ☐ is the sole owner of the equipment used in playing bingo; or
- ☐ is joint owner with a licensed association of the equipment used in playing bingo; or
- ☐ leases the equipment from another association under a written agreement for a fee which is not contingent upon the amount of receipts realized from the playing of bingo or the number of people attending bingo games; or
- ☐ is contracting with a charitable organization or outside operator to conduct bingo at expositions, carnivals, or fairs.

The premises on which bingo is played (check appropriate line):

- ☐ are owned by the association; or
- ☐ are leased from the owner under a written agreement. The rental price is not determined by receipts realized from the bingo games or the number of people attending the games.

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COMMONWEALTH
OF PENNSYLVANIA



Date the association was formed on:

The personal property used in the conduct of the game (check appropriate line):

☐ is owned by the association; or

☐ is leased from the owner under a written agreement. The rental price is *not* determined by receipts realized from the bingo games or the number of people attending the games.

The association will not permit any person under the age of 18 to play bingo unless accompanied by an adult.

The facility where the game of bingo will be played has adequate entrances and exits and adequate sanitary facilities.

The association is a nonprofit association as defined in the Bingo Law.

An advertisement of the association's bingo games shall contain the date, time, location, whether cash or merchandise prizes will be awarded, and the name of the association licensed to conduct the bingo game and the name of the individual in charge of the operation of the game

The association is not leasing the premises or personal property used to play the game from a person who has been convicted of a felony or a violation of the Bingo Law.

The association will not award prizes with a value that exceeds \$500.00 for any one game of bingo, except for jackpot games which shall not exceed \$4000.00 for one such game. In addition, no more than \$8000.00 in prizes shall be awarded in any calendar day.

The association will comply with the provisions of the Bingo Law and other applicable laws and regulations.

Signature of Officer
Preparing Application

SIGNATURE REQUIRED

Print Name

Title

Date

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Type of Organization	Organization has the following documents:
☐ Volunteer Fire Company Auxiliary Group	☐ Certificate of Charter
☐ Ambulance Association	☐ Constitution
☐ Religious	☐ By-Laws
☐ Charitable	☐ Mission Statement
☐ Fraternal	☐ Articles of Incorporation
☐ Veterans	☐ Deed/Lease to Licensed Premises
☐ Civic	☐ IRS (Federal) Exemption Award Letter
	☐ State Exemption Award Letter

*Submit copies of all documents, if possible. Please note the information will be kept on file for at least 2 years, so you will not have to resubmit this information if you have already done so and there are no changes.

List names, addresses, phone numbers, and dates of birth for all persons that will be permitted by the organization to manage, set up, supervise, or participate in the operation of the bingo. Attach additional sheets as needed.

Name		Date of Birth	
Street Address			
City, State, Zip			
Name		Date of Birth	
Street Address			
City, State, Zip			
Name		Date of Birth	
Street Address			
City, State, Zip			
Name		Date of Birth	
Street Address			
City, State, Zip			

Are all persons listed bona fide members of the association as per Section 303 of the Bingo Law?

☐ Yes

☐ No

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UNSWORN DECLARATION

**In lieu of notarized affidavit pursuant to Uniform Unsworn
Declarations Act (42 Pa.C.S. § 6201 – § 6208).**

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF: GREENE

I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania
that the foregoing is true and correct.

Signed this: _____ day of _____, 20 _____ .

(printed name)

SIGNATURE REQUIRED
(signature)