



# APPLICATION FOR BINGO LICENSE

Department of Permits, Approvals and Inspections  
County Office Building  
111 West Chesapeake Avenue, Room 101  
Towson, Maryland 21204  
**410-887-3616**

**Note:** "Sec. 13-606" = Annotated Code of Maryland - Criminal Law, Title 13, Subtitle 6, Section 13-606, Bingo in Baltimore County.  
"R/R" = Baltimore County Bingo Rules and Regulations  
"Sponsoring Organization" = applicant, license holder, applicant for a bingo license, holder of a bingo license, or licensee  
"Department" = Department of Permits, Approvals and Inspections, Director of the Department of Permits, Approvals and Inspections

Sponsoring Organization Name \_\_\_\_\_ Sponsoring Organization Phone # \_\_\_\_\_

Sponsoring Organization Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address for Sponsoring Organization \_\_\_\_\_ Zip Code \_\_\_\_\_  
(If different than the Sponsoring Organization's address)

Sponsoring Organization is what Type of Qualified Organization, as Defined Below : (circle all that apply)

Charitable      Fraternal      MD State Fair and Agricultural Society      Patriotic      Religious      Veterans'      Volunteer Fire Company

**Sec. 13-606:**  
b) **Qualified Organizations** - An organization may conduct bingo to benefit charity in Baltimore County or to further its purposes if the organization is:  
1) A tax-supported **volunteer fire company** or an **auxiliary unit** whose members are directly associated with a tax-supported volunteer fire company; 2) A nationally chartered **veterans' organization** or an auxiliary unit whose members are directly associated with a nationally chartered veterans' organization; 3) A bona fide **religious group**, that has conducted religious services at a fixed location in Baltimore County for at least 3 years before applying for a bingo license; 4) The **Maryland State Fair & Agricultural Society**; 5) A bona fide **fraternal organization**; 6) A bona fide **patriotic organization**; 7) A bona fide **charitable organization** located at a fixed location in Baltimore County for 3 years before applying for a bingo license.

**Bingo License Fee:** Make checks payable to "Baltimore County, MD". (\*50% late fee for annual or temporary renewal applications received after October 14 )  
Circle One:      **ANNUAL** - \$ 600.00 / \*\$900.00      **TEMPORARY** - \$ 215.00 / \*\$322.50      **ONE-DAY** - \$ 90.00

**Bingo Game Date(s)** (One-Day or Temporary Bingo License Only): \_\_\_\_\_

**Complete the following for ALL Officers, Directors or Other Members in charge of Sponsoring Organization:** (Print / type all "officer" information. Use a separate sheet for additional officers.)

Title (be specific)	Officer / Director Name	Address (Street name and number; and zip code)	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Location Name** (where bingo game(s) will be held) \_\_\_\_\_ **Location Phone #** \_\_\_\_\_

**Location Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
(If different than the Sponsoring Organization's address.)

**Complete Property Owner Information, below, if the Location Where the Bingo Games Will be Held, is Rented or Leased by the Sponsoring Organization:**

**Rental / Lease Property Owner Name** \_\_\_\_\_ **Property Owner Phone #** \_\_\_\_\_

**Rental / Lease Property Owner Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**R/R - 3. Special Agreements Restricted -**

- a. [Sponsoring Organization] may not enter into any contract or agreement with a game operator without prior approval of the contract or agreement by the Department.
- b. Once the contract or agreement is approved, a copy must be kept on file by the Department.
- c. **Failure to comply with this requirement may result in rejection of the application or suspension of the license until compliance is fulfilled.**

- **If the sponsoring organization INTENDS to enter into a contract or an agreement with a game operator OR other party for the conduct of bingo games, then a copy of the proposed agreement must be attached to this application for review and approval / disapproval by the Department before the contract or agreement is finalized.**
- If the sponsoring organization CURRENTLY has a contract or an agreement with a game operator OR another party for the conduct of your bingo games, then a copy of that agreement must be attached to this application for review and approval / disapproval by the Department.

**Name of the "game operator" OR "other party" named in and dates covered by the contract or agreement defined above:**

Name \_\_\_\_\_ Dates Covered \_\_\_\_\_ to \_\_\_\_\_

**Sec.13-606:**  
c) 2) - The application shall include:  
i) a complete statement of the purposes of the [sponsoring organization]; ii) a statement of the purpose for which the proceeds of the bingo operation will be used;

**R/R - 2. Qualified Organization Authority** - Each [sponsoring organization] will be required to file (and keep current) with the Department, a copy of the [sponsoring] organization's by-laws, corporate charter, and/or any document necessary to substantiate information requested on the application, and to evidence the legal authority of the individual(s) signing the Financial Summation Sheets on behalf of the [sponsoring] organization.

**Attach a complete statement of the purposes of the sponsoring organization**, including evidence of the legal authority of the individual(s) signing the Financial Summation Sheets on behalf of the organization, to this application if the sponsoring organization has not submitted this information, to the Department, within the **last 24 months**. (A current copy of the sponsoring organization's bylaws, corporate charter, and/or articles of incorporation may include this information.)

**Indicate which type of document is attached:** (circle and/or complete all that apply)  
Bylaws    Corporate Charter    Articles of Incorporation    Other Document (be specific) \_\_\_\_\_

**Provide a statement of the purpose for which the proceeds of the bingo operation will be used:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**R/R – 10. Financial Summation Sheet Required -**

c. A member of the sponsoring organization possessing the power to bind the organization by legal contract **must witness all bingo games** and must **sign** the summation sheets and affirm their accuracy under penalty of perjury.

Only sponsoring organization's legally authorized members who possess the power to bind the organization by legal contract are eligible to affirm the accuracy of the Financial Summation Sheet, if that member:

- 1) personally witnesses each and every bingo game for the day that he or she is signing the Financial Summation Sheet.
- 2) signs and affirms the accuracy the Financial Summation Sheet, under penalty of perjury. Financial Summation Sheets may not be signed prior to game day.
- 3) is personally in control of all monies received in relation to a Bingo Game Event and Instant Bingo activity at that event by
  - a. collecting the monies received each "game day" from participants,
  - b. depositing all monies received each "game day", into the sponsoring organization's bank account(s);
  - c. seeing that bingo related expenses are paid from the sponsoring organizations bank account. Example of bingo related expenses:
    - i. game prizes (including Instant Bingo),
    - ii. rent or lease fees for the location or equipment to play bingo,
    - iii. utilities,
    - iv. game cards and related game supplies,
    - v. ALL OTHER bingo related expenses.
- 4) See that all games are run properly in accordance with the Annotated Code of Maryland - Criminal Law, Title 13, Subtitle 6, Section 13-606 and the Baltimore County Bingo Rules and Regulations.

Provide below the requested information for members who will be signing the Financial Summation Sheet: (Attach a separate sheet for additional member's information)

Signature of Legally Authorized Member(s)	Printed or Typed Legally Authorized Member Name(s)	Legally Authorized Member Phone #(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AFFIDAVIT for Sponsoring Organization's Authorized Member to solemnly affirm under the penalties of perjury**

"I \_\_\_\_\_, a member in good standing of \_\_\_\_\_  
 (Print or Type the Name and Title of Member Making the Affirmation) (Print or Type the Name of Sponsoring Organization)

solemnly affirm under the penalties of perjury and upon personal knowledge:

- that I have reviewed the above information and that it is true and correct;
- that only the sponsoring organization or a member of the sponsoring organization will receive any of the proceeds of the bingo operation except to further the purposes of the sponsoring organization; and
- that no person shall divert or pay any proceeds of bingo conducted under a bingo license to any other person, except to a member of the license holder; or any other partnership or corporation, except to further the purposes of the sponsoring organization;
- that no person except a member of a sponsoring organization may receive any of the proceeds of bingo conducted under a bingo license except to further the purposes of the sponsoring organization;
- that the president, treasurer, chief executive officer, fiscal officer and/or any other member of the sponsoring organization that possesses the power to bind the organization by legal contract, has not made any agreements to divide any part of the proceeds of the bingo operation with any other person or any other partnership or corporation, except to a member of the sponsoring organization; except to further the purposes of the sponsoring organization;
- that before entering into any contract or agreement with a game operator, OR "other party" the proposed contract or agreement shall be submitted to the Department of Permits and Development Management to be reviewed and approved;
- that the sponsoring organization may be required to produce financial records for inspection by the Department to ensure that the sponsoring organization and the members of the license holder have complied with the Annotated Code of Maryland - Criminal Law: Section 13-606: subsection "c) 2) v)" and "c) 2) vi)";
- that bingo games will not be sponsored on Sundays;
- that I have received and read the brochure containing the Annotated Code of Maryland - Criminal Law: Section 13-606, and the Baltimore County Bingo Rules and Regulations and agree to abide by them;
- that copies of the Baltimore County Bingo Rules and Regulations will be posted in a conspicuous place at the location where the bingo games are played;
- that if instant bingo, other games of chance and other gaming devices are to be offered in conjunction with bingo games, then a separate gaming permit must be obtained. [This does not include slot machines, card games, dice, and roulette, which are prohibited.]

And I further understand that any person violating the Annotated Code of Maryland - Criminal Law: Section 13-606 and/or the Baltimore County Rules and Regulations may result in the suspension, revocation, or refusal to renew the sponsoring organization's bingo license and upon conviction is guilty of a misdemeanor and subject to imprisonment up to 2 years or a fine up to \$1,000.00 or both.

\_\_\_\_\_  
 (Signature of Sponsoring Organization's Authorized Member)

\_\_\_\_\_  
 (Date Signed)

**OFFICE USE ONLY**

License # _____	Date Rcvd _____	Cash Receipt Date _____	Application Fee: \$200.00	\$300.00 <small>(Late Fee)</small>	\$80.00	\$120.00 <small>(Late Fee)</small>	\$50.00
Cash Receipt # _____	Amount Paid _____	Date Issued _____	License Fee: \$400.00	\$600.00 <small>(Late Fee)</small>	\$135.00	\$202.50 <small>(Late Fee)</small>	\$40.00
Date Entered _____	Initials _____						