

APPLICATION FOR BINGO LICENSE

Cover Page

Per Marion County Code, Chapter 10, Article IX, Section 10-155, any organization desiring to obtain a bingo license shall file with the County Administrator a sworn application on forms supplied by the County Administrator. The Application shall be executed under oath by the chairperson of the organization.

A non-refundable application fee of \$150.00 is required with this application. If approved, an additional \$150.00 license fee will be required in order to obtain the license.

Upon receipt of an application properly completed and upon payment of the application fee, the County Administrator shall investigate the qualifications of the applicant to determine the applicant's eligibility for a license in accordance with the Code. The County Administrator may request the assistance of the Marion County Sheriff's Department or other County or State agencies to investigate the applicant.

The County Administrator shall within seven (7) days following investigation either approve or disapprove the application. If approved, the \$150.00 annual license fee shall be paid by the applicant.

If the application is disapproved, the County Administrator shall provide the applicant, through its representative, notice of disapproval and reasons therefore.

NOTE: An application, so long as the license issued thereon is valid and effective, MUST be amended, without an additional application fee, if any of the information contained in the application changes.

REQUIREMENTS FOR NEW APPLICATION:

1. Completed application; printed legibly or typewritten.
2. Attached the non-refundable initial application fee of \$150.00, signed by two officers.
3. Attach evidence of having 501(C) non-profit status.
4. Attach a current bank statement, specific to bingo only.
5. Attach a copy of current lease agreement.
6. If approved, the \$150.00 annual license fee will be required in order to obtain the license, signed by two officers.
7. A completed questionnaire.
8. A two page release of information completed by the chairperson.

REQUIREMENTS FOR RENEWAL APPLICATION:

1. Completed application, printed legibly or typewritten. Indicate up to three members who will be co-chair with a "*".
2. Attach evidence of having 501(C) non-profit status if the previous document on file has expired.
3. Attach a current 12-month financial statement, with two signatures, explaining monies going in and coming out of the bingo account.
4. Attach a copy of current lease agreement, unless the property is owned.
5. The \$150.00 annual license fee will be required in order to obtain the license. The check should be signed by two officers.
6. Current bank statement for the bingo account.
7. A completed questionnaire.
8. A two page release of information completed by the chairperson.

AMENDMENT TO APPLICATION:

1. Completed application; printed legibly or typewritten. Only provide names of members you are adding or taking off the license and indicate which.

11/16/2015