



City of Farmington

Checklist for Gambling Event Permit

Business Name: _____ **Event Date** _____

Please return this list with your application materials. Incomplete applications cannot be processed until all of the items listed are received and complete.

Required Documents

Applicant Initials

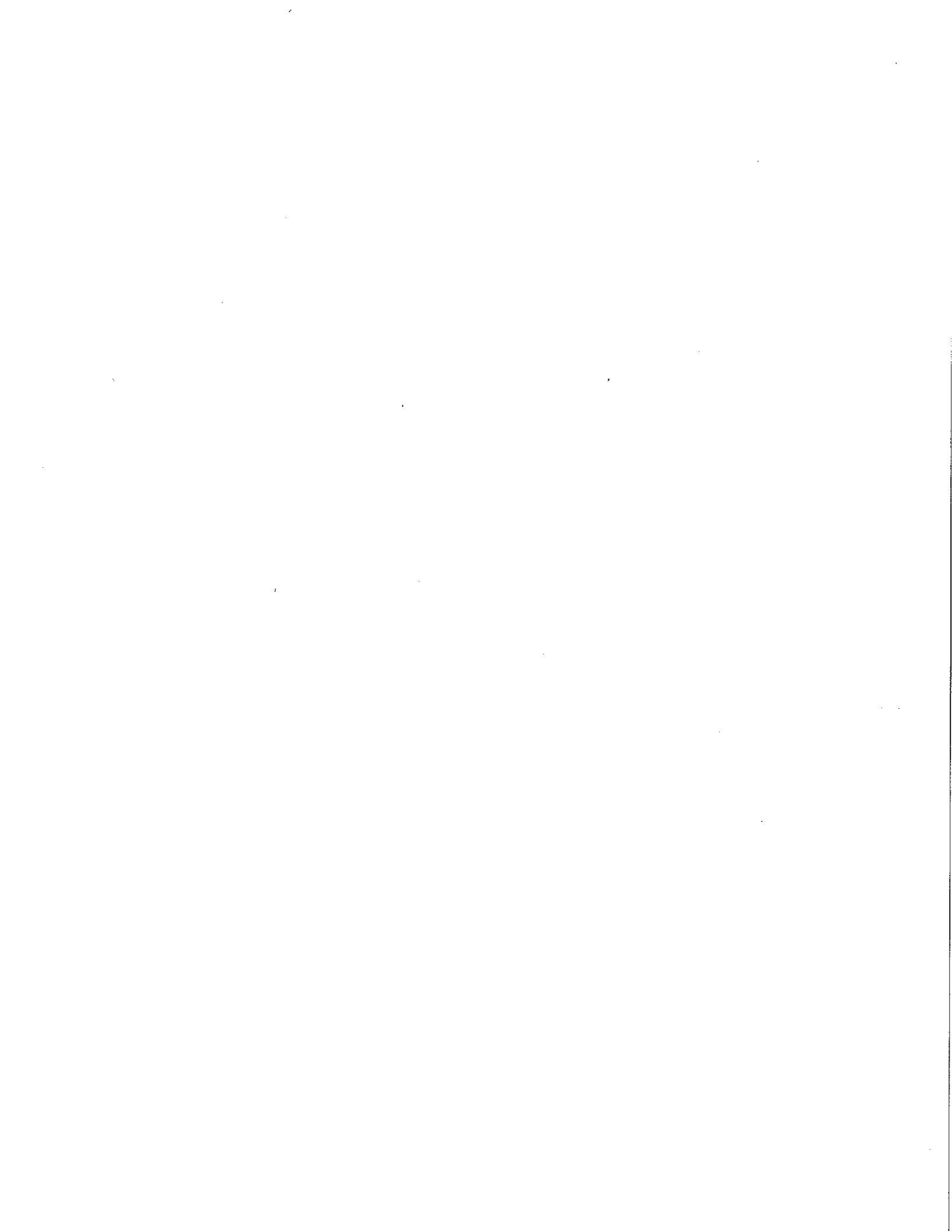
City Staff Initials

- | | | |
|---|-------|-------|
| 1. Gambling Event Permit Application (Form GE2009) | _____ | _____ |
| 2. All applicable Fees (See fee schedule below) | _____ | _____ |
| 3. All applicable information supporting the basis for exclusion or exemption from license requirement. | _____ | _____ |
| 4. State application (for signature). | _____ | _____ |

Police background check approved by _____ Date _____

License Fees

Investigation Fee	\$50
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City of Farmington
Application for Gambling Event Permit
(Form GE2009)

APPLICANT INFORMATION

Applicant Name: _____ Title: _____
(First) (Middle) (Last)

Applicant Address: _____
(Street) (City, State, ZIP)

Applicant Home Phone: _____ Date of Birth: _____

BUSINESS INFORMATION

Business Name/Organization: _____

Address: _____
(Street) (City, State, ZIP)

Business Phone: _____ FAX: _____ Email: _____

PROPOSED GAMBLING EVENT LOCATION INFORMATION

Address: _____

Telephone Number: _____ FAX: _____

Property Owner: _____

Property Owner Address: _____
(Street) (City, State, ZIP)

Property Owner Telephone Number: _____

Description of gambling activities to be conducted on premises by organization; including days & hours:

PROVIDE ALL RELEVANT INFORMATION SUPPORTING THE BASIS FOR EXCLUSION OR EXEMPTION FROM LICENSE REQUIREMENT UNDER ONE OF THE FOLLOWING APPLICABLE SECTIONS:

Minnesota Statute § 349.166, subd. 1 (a):

Name of fair or civic celebration: _____

Number of consecutive days of bingo operation: _____

Number of bingo occasions conducted by organization during the current calendar year: _____

Minnesota Statute § 349.166, subd. 1 (b):

Value of prizes for a single bingo game: \$ _____

Value of total prizes awarded at a single bingo occasion: \$ _____

Number of bingo occasions held by the organization or at the facility each week: _____

Participants allowed to play in a bingo game: _____

Name and address of manager appointed to supervise the bingo and registered with the Gambling Control Board: _____

Minnesota Statute § 349.166, subd. 1 (c):

Value of all raffle prizes awarded by the organization during calendar year: \$ _____

Minnesota Statute § 349.166, subd. 2 (a):

Number of lawful gambling events during the year: _____

Value of prizes for lawful gambling in a calendar year: \$ _____

Exemption identification number: _____

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions of material facts may result in the disqualification or denial of the license. I authorize the City of Farmington to investigate the information and contact persons/organizations named on this application. The undersigned agrees that the gambling event will conform to all applicable state laws, Gambling Control Board regulations, and ordinances of the City of Farmington.

Name of Applicant (please print) _____

Signature _____ Date _____

APPROVALS

Department	Signature	Date	Comments
Police	_____	_____	_____
City Clerk/Deputy Clerk	_____	_____	_____

Applicant will need copy of permit and signed resolution to send to the State of Minnesota.

**CITY OF FARMINGTON
GENERAL AUTHORIZATION AND RELEASE OF DATA**

In order to comply with State and Federal Data Privacy Act Laws, the City of Farmington is requesting your authorization and consent to permit the City to conduct a background investigation. Please provide the following personal data, read the paragraphs below and sign where indicated.

Full Name: _____
(First, Middle, Last)

Address: _____
Number Street City County State Zip Code

Date of Birth: _____ Driver's License Number: _____
Month/Date/Year

Have you ever been convicted of any crime, either felony or misdemeanor? _____ If yes, please state place and nature of offense: _____

I, the undersigned, hereby authorize and grant my informed consent to permit the Bureau of Criminal Apprehension (hereafter "BCA") and the Farmington Police Department (hereafter "FPD") to release to and make available to the City of Farmington, Minnesota (hereafter "City") and/or its representatives all data classified as private which concerns me and which may be in your possession. The data, classified as private under M.S. 13.02, Subd. 12, includes all data which has been collected, created, received, retained or disseminated in whatever form which in any way relates to my dealings with the BCA and/or the FPD. I understand the purpose of permitting the City to have access to this information is to determine my suitability for licensure.

By signing this authorization, I hereby release the BCA and the FPD from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City from any and all liability for its receipt and use of data received pursuant to this consent. I understand that if I am rejected on the basis of a criminal conviction, I will be notified in writing and be given rights of redress subject to applicable laws. I also understand that I am not legally required to sign this form, but if I do not, the City will not be able to determine whether my conviction record is a license-related consideration.

This authorization shall be valid for a period of one year, but I reserve the right, at any time prior to that expiration, to cancel the written authorization by providing written notice to the City of that intent.

(Signature)

(Date)

(Full Name Printed)

Please return to:
City of Farmington
Attn: Administration
430 Third Street
Farmington, MN 55024

CITY OF FARMINGTON – DATA PRACTICES ACT NOTICE

Minnesota law requires that you be informed of your rights as they pertain to private information (“private data”) collected from you by the City of Farmington (“the City”). Private data is that information held by the City which is available to you, but not to the public.

You have the right to refuse to provide the information requested on this application form, however, without certain information, the City may be unable to approve the license applied for. If you feel that certain information requested is an unwarranted invasion of privacy, please contact the Human Resources Director.

The dissemination and the use of private data we collect is limited to that necessary for the administration and management of the City’s licensing program. Persons or agencies with whom this information may be shared include:

- City personnel, including law enforcement personnel, administering the license program;
- The Bureau of Criminal Apprehension;
- The City Attorney and support staff of the City Attorney’s office;
- Federal, state, local, and contracted private auditors;
- Federal and State agencies with oversight or responsibility related to the licensed business;
- Those individuals or agencies as to whom you give your express written permission for release of the information.

Unless otherwise authorized by state statute or federal law, other governmental agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- The right to see and obtain copies of data maintained about you;
- The right to be told the contents and meaning of the data; and
- The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Farmington Human Resources Director at 430 Third Street, Farmington, MN 55024 (651) 280-6800. I have read and I understand the above information regarding my rights as a subject of government data.

Applicant

Date

Minnesota Lawful Gambling
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION					Check #: _____ \$ _____
Organization name			Previous gambling permit number		
Type of nonprofit organization. Check one.					
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious	<input type="checkbox"/> Veterans	<input type="checkbox"/> Other nonprofit organization		
Mailing address	City	State	Zip Code	County	
Name of chief executive officer (CEO)		Daytime phone number	Email address		

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.
- IRS - proof previously submitted to Gambling Control Board**
 If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Address (do not use PO box) City Zip Code County

Date(s) of activity (for raffles, indicate the date of the drawing)

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

- Bingo* Raffles Paddlewheels* Pull-Tabs* Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

Also complete
Page 2 of this form.

Print Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Reset Form

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name _____
 On behalf of the city, I acknowledge this application.

Signature of city official receiving application

Title _____ Date ____/____/____

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. A township official is not required to sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____
 On behalf of the county, I acknowledge this application.
 Signature of county official receiving application

 Title _____ Date ____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name _____

Signature of township official acknowledging application

Title _____ Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature _____ Date _____

Complete a separate application for each gambling activity:

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:

- a copy of your proof of nonprofit status, and
 - application fee for each event.
- Make check payable to "State of Minnesota."

To: Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Print Form

Reset Form

Data privacy: This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

Chapter 19 GAMBLING REGULATIONS

3-19-1: PURPOSE:

The purpose of this Chapter is to regulate and control the conduct of gambling, to prevent its commercialization, to ensure integrity of operations, and to provide for the use of net profits only for lawful purposes¹. (Ord. 098-417, 10-5-1998)

3-19-2: PROVISIONS OF STATE LAW ADOPTED:

The provisions of MSA chapter 349 and Laws of Minnesota, 1998, chapter 322, relating to the definition of terms, licensing and restrictions of gambling are adopted and made a part of this Chapter as if set out in full. (Ord. 098-417, 10-5-1998)

3-19-3: LAWFUL GAMBLING:

There shall be no gambling in the City except as authorized pursuant to the provisions of MSA sections 349.11 through 349.22, and in the rules adopted pursuant to the authority contained in the statutes. (Ord. 098-417, 10-5-1998)

3-19-4: PROFITS:

Gross profits from lawful gambling may be expended only for lawful purposes or allowable expenses as provided under MSA section 349.15, and the definition of "lawful purposes" as defined under MSA section 349.12. (Ord. 098-417, 10-5-1998)

3-19-5: INVESTIGATION FEE:

Upon being notified by the Board that an organization has applied for issuance or renewal of a license, the organization shall pay to the City an investigation fee in the amount of fifty dollars (\$50.00). Failure to promptly pay the required investigation fee shall be grounds for disapproval of a license. (Ord. 098-417, 10-5-1998)

3-19-6: CITY PERMITS:

(A) No organization may conduct a gambling event which would otherwise be allowed pursuant to the exemptions set forth in MSA section 349.166, without first securing a permit from the City and paying a permit fee in an amount set from time to time by Council resolution.

(B) Lawful gambling may not be conducted at any premises without the owner of the premises first obtaining a permit from the City and paying a permit fee in an amount set from time to time by Council resolution. The owner of the premises must comply with the requirements of MSA section 349.18, in renting or using the premises for lawful gambling. (Ord. 098-417, 10-5-1998)

3-19-7: CONDUCT OF GAMBLING:

(A) Gambling Manager: All lawful gambling conducted by a licensed organization must be under the supervision of a gambling manager. The gambling manager designated by an organization shall be responsible for gross receipts and profits and for its conduct in compliance with all laws and rules. The gambling manager shall be responsible for using profits for a lawful purpose.

(B) Bond: The licensed organization or gambling manager shall maintain a fidelity bond in favor of the organization and the State in an amount and form as required by State law, and a copy of said bond must be filed with the City Clerk.

(C) Qualifications Of Gambling Manager: The gambling manager must possess a valid license by the Minnesota Gambling Board and must qualify as a gambling manager under MSA section 349.167. (Ord. 098-417, 10-5-1998)

3-19-8: COMPENSATION:

Compensation may be paid to persons in connection with the conduct of lawful gambling only as provided under MSA section 349.168. (Ord. 098-417, 10-5-1998)

3-19-9: RECORDS AND REPORTING REQUIREMENTS:

Each organization licensed to operate lawful gambling shall keep records and shall report as required by MSA section 349.18. In addition, each organization shall annually report to the City Clerk its lawful purpose expenditures in a manner and form acceptable to the City Clerk. (Ord. 098-417, 10-5-1998)

3-19-10: ELIGIBLE PREMISES:

An organization may conduct lawful gambling only on premises it owns or leases, except as authorized by MSA section 349.18. (Ord. 098-417, 10-5-1998)

3-19-11: DISTRIBUTION OF PROCEEDS:

Each organization conducting lawful gambling within the City must expend at least fifty percent (50%) of its net profits derived from lawful gambling on lawful purposes conducted or located within the trade area of the City, which shall include the corporate limits of the City or any municipality contiguous to the City. (Ord. 098-417, 10-5-1998)

3-19-12: PENALTIES:

- (A) Criminal Penalty: Violation of any provision of this Chapter shall be a misdemeanor. A person convicted of violating any provision of this Chapter shall be subject to a fine of not more than seven hundred dollars (\$700.00) or imprisonment for a term not to exceed ninety (90) days, or both, plus, in either case, the costs of prosecution. Additionally, a violation of this Chapter shall be reported to the Minnesota Charitable Gambling Board and a recommendation shall be made for suspension, revocation or cancellation of an organization's license.
- (B) Suspension And Revocation: Any permit may be suspended or revoked for any violation of this Chapter. A permit shall not be suspended or revoked until the procedural requirements of subsection (C) of this Section have been complied with, provided, that, in cases where probable cause exists as to an ordinance violation, the City may temporarily suspend upon service of notice of the hearing provided for in subsection (C) of this Section. Such temporary suspension shall not extend for more than two (2) weeks.
- (C) Procedure: A permit shall not be revoked under subsection (B) of this Section until notice and an opportunity for a hearing have first been given to the permittee. The notice shall be personally served and shall state the ordinance provision reasonably believed to be violated. The notice shall also state that the permittee may demand a hearing on the matter, in which case the permit will not be suspended until after the hearing is held. If the permittee requests a hearing, one shall be held on the matter by the Council at least one week after the date on which the request is made. If, as a result of the hearing, the Council finds that an ordinance violation exists, then the Council may suspend or terminate the permit. (Ord. 098-417, 10-5-1998)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: See Section 6-1-26 of this Code for unlawful gambling provisions.