



St. Bernard Parish Government

8201 West Judge Perez Drive
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sbpg.net

Guy McInnis
Parish President

To Whom It May Concern:

Enclosed please find your applications for New or Renewal **bingo and video bingo license**.

If you are applying for a Bingo, please include the following information:

1. Completed application - signed, dated and notarized.
2. A check in the amount of \$100.00 for permit fee made payable to St. Bernard Parish Government.
3. A current lease agreement between the hall and your organization.
4. A copy of the present games being played (handout) listing days and times games which are played.
5. A copy of your inventory sheet required by the state and included with your state package. (Schedule B)

If you are applying for a Video Bingo, please include the following information:

1. A check in the amount of \$25.00 permit renewal fee and a \$3.00 per machine charge.
2. A current lease between the distributor of the video bingo machines and your organization.
3. Each organization will need to furnish a copy of the quarterly verified statement for all machines in use. I will need copies for the entire year. Please submit all copies as required. For future reference, these statements are to be submitted with your quarterly reports, and quarterly reports will no longer be accepted without them.

No organization may operate or conduct any gaming without a current parish and state permit.

As per the St. Bernard Parish Code of Ordinances, Section 14-61, Quarterly reports are due January 30, April 30, July 31 and October 31 of each year. Failure to comply with the reporting requirements shall result in a delinquent penalty fee for each calendar day the report is delinquent. After ten (10) days, continued noncompliance may lend cause to have a permit revoked or your organization placed on a probationary status. No organization may operate or conduct any gaming without a current parish and state permit.

If there are any changes to your gaming schedule you must notify the St. Bernard Parish Government Alcohol Beverage and Bingo Department as well as the State immediately. These notifications must be in writing and your changes must be approved before they can be implemented. You are permitted for the dates and times requested on your original application only.

In order to receive your permits before the expiration date of July 1, 2016 all necessary paperwork must be submitted on or before June 1, 2016.

No organization will be allowed to renew their permit(s) until all paperwork is in order and all fees and quarterly statements are up to date.

If you have any questions or need any assistance please feel free to contact me at (504) 278-4327.

Sincerely,

Donna Nye
Administration

ST. BERNARD PARISH GOVERNMENT GAMING APPLICATION
JULY 1, 2015 - JUNE 30, 2016

Games Requested: _____ Bingo _____ Electronic Video Bingo

Official name of organization:

Federal Tax ID#: _____

Mailing address of organization:

Physical address of organization: _____

Name and address of location where gaming is held:

Name of Lessor where gaming is held:

Member in charge of gaming:

Title/Position:

Mailing address:

Home Phone: _____

Office Phone: _____

BOOKKEEPER/ACCOUNTANT:

Name: _____

Address: _____

Phone: _____

Financial Institute & Account Number:

Purpose(s) for which all profits will be used:

Days of week and times permits are requested for:

NOTE: YOUR ORGANIZATION'S "SESSION SCHEDULE FORM" LISTING DATES AND TIMES OF GAME MUST BE ATTACHED TO THIS APPLICATION.

The member in charge shall be responsible for the operation and conducting of gaming for the specified dates and times. The legally responsible official must sign this document in the presence of a notary public.

Member in charge of games:

Please print name and title/position

Signature

Daytime phone number

Date

President of organization:

Please print name

Signature

Daytime phone number

Date

THIS DOCUMENT MUST BE NOTARIZED: I swear (or affirm) that I have read each of the questions in this application and that the answers which I have given are true and correct to the best of my knowledge, and that I meet the qualifications and conditions set out in the St. Bernard Parish Ordinance and State Laws for issuance of a Bingo and/or Electronic Video Bingo Permit and I acknowledge that the issuance of said permit(s) is granted with the understanding that any misstatement or suppression of fact in the above application or the violation of any state law or provision of any ordinance shall be grounds for suspension or revocation of the permit(s) at the discretion of the granting authority in accordance with the ordinance.

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public Signature: _____

APPLICATION FOR ELECTRONIC VIDEO BINGO

JULY 1, 2015- JUNE 30, 2016

Official name of organization: _____

Mailing address of organization: _____

Member in charge of gaming: _____

Title/Position: _____

Mailing address: _____

Home Phone: _____ Office Phone: _____

Federal Tax ID No.: _____

Distributor of machines (Name & Address)

Address where machines are to be permitted:

Number of machines: _____ Machine make: _____

STATE GAMING LICENSE NUMBER:

STATE VIDEO BINGO LICENSE NUMBER:

PLEASE LIST THE SERIAL NUMBERS OF ALL VIDEO BINGO MACHINES BELOW:

The member in charge shall be responsible for the operation of all video bingo machines during permitted times. This legally responsible official must sign this document in the presence of a notary public...

Member-in-charge of games: Please print

Daytime Phone Number

Member-in-charge of games: SIGNATURE

DATE

President of Organization: Please print

Daytime Phone Number

President of Organization: SIGNATURE

DATE

THIS DOCUMENT MUST BE NOTARIZED: I swear (or affirm) that I have read each of the questions in this application and that the answers which I have given are true and correct to the best of my knowledge, and that I meet the qualifications and conditions set out in the St. Bernard Parish Ordinance and State Laws for issuance of a Bingo and/or Electronic Video Bingo Permit and I acknowledge that the issuance of said permit(s) is granted with the understanding that any misstatement or suppression of fact in the above application or the violation of any state law or provision of any ordinance shall be grounds for suspension or revocation of the permit(s) at the discretion of the granting authority in accordance with the ordinance.

Sworn to and subscribed before me this _____ day of _____, _____

NOTARY Public Signature: _____

INFORMATION SHEET ON ORGANIZATION'S OFFICERS AND MEMBERS ASSISTING IN GAMING IN ST. BERNARD PARISH.

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

Position Codes: P - President VP - Vice President T - Treasurer
 F - Financial Member M - Member In Charge B - Bingo Chairman
 S - Secretary BW - Bingo Worker C - Caller

COMPLETE THIS SECTION FOR OFFICERS ONLY:

NAME	SOCIAL SECURITY #	ADDRESS & PHONE #	POSITION

COMPLETE THIS SECTION FOR MEMBERS ASSISTING IN GAMING:

NAME	SOCIAL SECURITY #	ADDRESS & PHONE #	POSITION

NOTE: Any Change in officers, directors or gaming management are required to be reported to the St. Bernard Parish Government within ten (10) days of the change.