

GAMBLING LICENSE APPLICATION FORM

Date: _____ Department: _____

University Account Number: _____

Representative: _____

Representative E-mail: _____

UNI Employee Responsible for Deposit: _____

Type of event (raffle or bingo): _____ Event date: _____

Length of license: day \$15.00 _____
 90-day \$40.00 _____
 180-day \$75.00 _____

Event details: _____

Prize details: _____

Are prizes donated: Yes _____ No _____ Value of Prize _____

Cost of tickets: _____

Any discounts: _____
(Ex. \$1 per ticket or 6 tickets for \$5)

Location of event: _____

Rules:

- * Only "traditional" raffles and bingo are allowed.
- * All money received from your event must be deposited into a University account for sales tax to be paid.
- * Cash prizes are not permitted. If you would like to do a 50/50 raffle, you must deposit the funds. When the winner is announced have them complete a W-9 and submit the W-9 and request for payment so the winner can be mailed a check.
- * Any prize valued over \$100 must have a W-9 completed by the recipient before giving them their prize. Complete top section of W-9 with details of prize. Forward the W-9 to Business Operations.
- * Only cash, checks and debit cards may be accepted for payment of raffle tickets. No credit cards.
- * The sale of tickets and drawing of the raffle must occur within the licensed period.
- * A copy of the gambling license must be prominently displayed wherever tickets are being sold, and at the location of the drawing.
- * There cannot be a mix of "games of chance and a raffle". (Ex. Cannot have a bean bag toss where the winner receives a raffle ticket.)
- * A UNI employee must be present at the time of the drawing and also be responsible for delivering the raffle money to Cashier's Office or Gilchrist Hall nightly deposit box, as applicable.
- * The fee for your license, depending on the length of your license, will be charged to your University account number by journal entry.
- * The sales tax to be paid on the income of the raffle money will be calculated at the end of the month and will be charged to your University account.

I have read and understand these terms: _____
Employee Responsible

NOTE:
A "door prize event" is one where there is no cost for tickets and prizes are given away. Free will donations are NOT allowed. No gambling license is required for a door prize event.