



**DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections
30 NORTH MARKET STREET • FREDERICK, MARYLAND 21701
PHONE (301) 600-2313 • FAX (301) 600-2309

VOLUNTEER FIRE, RESCUE, AMBULANCE, AUXILIARY PERMIT APPLICATION PROCEDURES

This is an application for a permit to conduct a gaming event according to Frederick County Gaming Ordinance 1-2-101 through 112. The non-profit, charitable organization for whose benefit the event is scheduled must complete the application.

Before this application will be accepted in the Frederick County Department of Permits and Inspections, the applicants must:

1. Fill out the application completely. Any missing items will prevent this application from being processed in a timely manner.
2. Attach prior record affidavits for all persons **directly responsible** for operating the bingo, tip jar/punchboards, raffle and/or gaming event.
3. Attach a copy of the organization's current approved 501(c), (1), (3), (4), (5), (7), (8), (10), (19) or 501(d) Internal Revenue Tax Exempt Form.
4. Attach a copy of evidence of charitable purpose (i.e. organization charter, by-laws).
5. Attach a copy of drivers' license for each individual **directly responsible** for the operation of the bingo games. (Only a Frederick County resident may operate a bingo game).
6. Attach a copy of drivers' license for each individual signing this application request. (If different than #5)
7. Tender the proper annual issuance fee of \$118.00 at the time the application is submitted.

False, omitted, or misleading, information provided on this form will constitute grounds for voiding an issued permit.

Please type or print the application information in ink.

The completed application should be submitted to the Frederick County Department of Permits and Inspections, 30 North Market Street, Frederick, MD 21701. Our office hours are 8 AM - 4 PM. Permit applications are accepted between the hours of 8 AM – 3:30 PM, Monday through Friday, except Holidays. Please allow 5-10 working days for processing. If you should have any questions concerning this application, please contact this office at 301-600-2313.

NOTE: This is an application for a permit only, NOT an approved permit



**DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 NORTH MARKET STREET • FREDERICK, MARYLAND 21701
PHONE (301) 600-2313 • FAX (301) 600-2309

Permit # _____

VOLUNTEER FIRE, RESCUE, AMBULANCE, AUXILIARY PERMIT APPLICATION PROCEDURES

Name of Organization _____

Street Address _____ P.O. Box _____

Organization Phone No. _____ Email Address _____

IRS Tax Exempt # _____ State Exempt Number _____

(Attach a copy of IRS Determination Letter to application)

A Volunteer Fire, Rescue, Ambulance or Auxiliary group shall pay the fee listed below for an annual gaming permit entitling it to operate, **for its own benefit**:

- Bingo Games
- Tip Jars/Punchboards in conjunction with Bingo Games
- Raffles unlimited raffles per calendar year; **four** with value of \$5000.00 or more.
- Gaming Events specified in Section 1-2-108
- Any or all of the above for a one (1) week period once annually in conjunction with a volunteer fireman's carnival.

Permit Fee of **\$118.00** is required (Annually). Make check payable to **Frederick County**.

A copy of the organization's IRS tax Exempt Determination Letter **must** be attached to this application.

Is this on the Organization's Premises Yes _____ No _____

If not, list what the location of gaming event(s) _____

Is this on another Organization's premise? List organization _____

Please indicate the type(s) of gaming events that you provide:

Bingo Games _____ **Tip Jar/Punchboard** _____ **Raffles** _____

(Check all that apply) **Gaming:** Wheel of fortune _____ Chance Books _____ Paddle Wheels _____
Other _____ (please describe what type) _____

All gaming supplies must be purchased from a Frederick County Licensed Distributor according to Section 1-2-107(h).

Name of Distributor you intend to purchase you supplies _____

Please initial that you understand this provision: **Organization Rep Initials** _____ **Date** _____

For office use only:

Received _____ Fee paid _____ Check # _____ Receipt # _____

Concerning Raffle Events

RAFFLE -VALUE OF PRIZES AND DATES:

Section 1-2-106 (3) (a) & (b) allows for unlimited raffles per calendar year; four with value of \$5000.00 or more.

Section 1-2-106(a)(1)-No individual may personally benefit from a raffle except for prizes awarded to participants.

A report, indicating all raffles held during a calendar year and the total value of the prizes, is due by **February 15th** of the year following the expiration date of this permit.

You must sign that you are aware of these requirements and will comply with the Ordinance requirements.

Signature_____

Concerning Tip Jar/Punchboard Events

Please list all other tip jar/punchboard permits already approved for this Organization

Only three (3) off-premise Tip Jar permits allowed for per Organization

Permit #_____ Bar or Tavern Name_____

Permit #_____ Bar or Tavern Name_____

Permit #_____ Bar or Tavern Name_____

An issuance fee provided in Section 1-2-107 (d) shall be due on all tip jar bags and punchboards used by an Organization which will be collected by the licensed distributor at time supplies are purchased.

A monthly report must be submitted within 45 days after the end of the calendar month, the number of bags used, the gross proceeds, payouts, expenses in the format required by the Director of Plans, Permits and Inspections. This form are available in that office.

Section 1-2-106(a)(1)-No individual may personally benefit from a tip jar/punchboard except for prizes awarded to participants.

Your permit must be displayed conspicuously with the tip jar/punchboard.

A tip jar and/or punchboard may not be played by anyone under eighteen (18) years of age

Provide access to records to Enforcement Officials who have the right to inspect and copy the records.

You must sign that you are aware of these requirements and will comply with the Ordinance requirements.

Signature_____

Concerning Bingo Games

No bingo prize, to be distributed during any event for the duration of this permit can have a fair market value in excess of \$5000.00.

Only legal residents of Frederick County may operate a bingo game in Frederick County. Persons operating the game must be volunteers and may not be compensated for their efforts.

You must sign that you are aware of these requirements and will comply with the Ordinance requirements.

Signature_____

Concerning Gaming Games

An organization may hold a gaming event, other than a bingo game, raffle, tip jar, or punchboard, as allowed by the gaming ordinance, for its own benefit in compliance with this ordinance and all other applicable law (County & State), provided that,

- (1) only one major prize may be awarded at each gaming event
- (2) during each calendar year, an organization may hold or receive the proceeds from only one event where the major prize has the fair market value of \$5000.00 or more.

You must sign that you are aware of these requirements and will comply with the Ordinance requirements.

Signature_____

Intended Beneficiary for Gaming Proceeds_____

PRIMARY LOCATION OF EVENT_____



An affidavit and oath must be completed for each individual who is **directly responsible** in operating the gaming permit. All affidavits and oaths must be attached to the permit application and/or the gaming renewal form and must correspond to the names listed in the application itself.

You may make copies of this page for additional directly responsible persons.

Prior Recorded Affidavit

**Attach a copy of this person’s driver’s license to application.
To be signed by the responsible person for the Organization:**

OATH

I solemnly affirm under the penalties of perjury that the contents of this application are true and correct. I solemnly affirm under the penalties of perjury, that I have never been convicted of a felony, nor have I been convicted within the past five (5) years of a misdemeanor related in any way to gaming or gambling. I fully understand that this information may be verified by a representative of the Frederick County Sheriff’s Office. I also understand that I will be taking responsibility for complying with the provisions of the Gaming Ordinance. This may include, but is not limited to, monthly tip jar/punchboard reports, and/or annual reports.

Organization Representative Signature

Printed Name of Organization Representative

Date

Notary Seal

By: _____
Notary Public

Printed Name _____ My commission Expires _____

**Attach a copy of this person driver’s license to application
To be signed by responsible person for Operator:**

OATH

I solemnly affirm under the penalties of perjury that the contents of this application are true and correct. I solemnly affirm under the penalties of perjury, that I have never been convicted of a felony, nor have I been convicted within the past five (5) years of a misdemeanor related in any way to gaming or gambling. I fully understand that this information may be verified by a representative of the Frederick County Sheriff’s Office. I also understand that I will be taking responsibility for complying with the provisions of the Gaming Ordinance. This may include, but is not limited to, monthly tip jar/punchboard reports, and/or annual reports.

Operator’s Representative Signature

Printed Name of Operator’s Representative

Date

Notary Seal

By: _____
Notary Public

My commission Expires _____