



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). (This information will not be retained).
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 \$147.00 at the time the application is submitted.

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

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

Monthly and Annual Reports can be emailed to permits@frederickcountymd.gov or dropped off at 30 North Market Street, Frederick MD, 21701

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



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Permit # _____

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**We have gone paperless!! This application should be submitted electronically via the citizen portal at
<https://planningandpermitting.frederickcountymd.gov/>**

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 **\$147.00** 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** _____

Monthly and Annual Reports can be emailed to permits@frederickcountymd.gov or dropped off at 30 North Market Street, Frederick MD, 21701

ORGANIZATION'S CONTACT PERSON(s): A copy of Driver's License must be attached to application

Organization may have more than one person (make copy of this sheet for each person to fill out)

A background check may be done by the Frederick County Sheriff's Office for each contact.

Name _____

Home Address _____

Home Phone _____ Work Phone _____

Are you a member of this Organization? _____

Involved persons who do not have a driver's license: Any person, who is directly responsible for this tip jar/punchboard permit, who does not have a driver's license, must supply the following information so that the Sheriff's Department can perform the required verification of Misdemeanor or Felony Convictions.

Complete name _____ (first) _____ (middle) _____ (last)

Date of Birth _____ (month) (day) (year)

Contact Person's Responsibility:**By signing below, you agree to:**

1. Maintain and submit to the proper County authority **monthly reports** on the gross proceeds, payouts for winnings, expenses for tip jar/punchboard (due 45 day from the end of month even if there was no activity).
2. Maintain a **yearly report** for raffle events (due February 15th of the following year).
3. Display the permit conspicuously on premises in which the gaming event is held.
4. Purchase gaming supplies and refills only from distributors licensed by Frederick County.
5. Provide access to records to Enforcement Officials who have the right to inspect and copy the records.
6. Be responsible for ensuring that all players meet the minimum age requirements for tip jar/punchboard purchase. A tip jar and/or punchboard may not be played by anyone under eighteen (18) years of age.
7. To conduct your organization's gaming events according to all Frederick County Gaming Ordinances.

Signed,

Signature

Printed Name

Evidence of County Residence-Section 1-2-105(b) & (c)(2) requires that the organization must establish that all operators are Frederick County Residents. The following may provide adequate demonstrations of residence.

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

Notary Seal

Printed Name of Organization Representative

Date

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

Notary Seal

Printed Name of Operator's Representative

Date

By: _____
Notary Public
My commission Expires _____