**TEMPORARY LAWFUL GAMBLING EVENT LICENSE APPLICATION MATERIALS**

Applications should be submitted to the Department of Safety and Inspections via mail, delivery, or secured fax thirty (30) days prior to the event. Saint Paul’s lawful gambling ordinances are online at www.stpaul.gov and www.municode.com. Search “Chapter 402. - Lawful Gambling” for specific City temporary event requirements. The maximum number of temporary events conducted in a calendar year is limited by State Statute and events lasting more than three (3) contiguous days require a separate permit. For questions regarding the conduct of gambling it is advised to contact the State of Minnesota Gambling Control Board (GCB) directly at 651-539-1900 as City license holders must comply with all federal, state, and local requirements.

1. City of Saint Paul, Temporary Lawful Gambling Event License Application Forms.
2. Minnesota Gambling Control Board (GCB), form for each gambling event to be conducted.

LG220 - *Exempt Gambling* (Most temporary gambling events).

LG230 - *Off-Site Gambling* (State Licensed Gambling Organizations only; no fee).

LG240B - *Excluded Bingo* (Four or fewer bingo occasions per year).

 No Form - *Excluded Raffle* [Total prize values awarded for year under $1,500 or a 501(c)3 may conduct a single event during year with prize value under $5,000; must provide prize amounts and number of events].

**State of Minnesota lawful gambling forms and requirements are available at 651-539-1900 and** [**www.mn.gov/gcb**](http://www.mn.gov/gcb)**. State applications and payment must be submitted by applicant directly to the** **Minnesota Gambling Control Board, 1711 W. Co. Rd B, Suite #300 South, Roseville, MN 55113.**

1. Notarized Affidavit for Conduct of Lawful Gambling Temporary Event signed by CEO or President.
2. Proof of organization’s current non-profit status.
3. Letter from organization describing event and what proceeds will be used for.
4. Letter or lease from ownership of location where event will occurgranting the organization permission to conduct lawful gambling on premises. Not applicable if event to be conducted on property owned by the organization itself.
5. License fee $55.00, payable to the “City of St. Paul” (*Per State Statute, NO FEE for LG230 events*).

**If any questions, contact the Department of Safety and Inspections (DSI), Business Licensing at**

**651-266-8989 or**  **DSI-InformationAndComplaints@ci.stpaul.mn.us****.**

**TEMPORARY LAWFUL GAMBLING EVENT LICENSE PROCESSING**

Dear Applicant,

A completed application form with all required documents must be submitted and reviewed before the City of Saint Paul license is approved by the Department of Safety and Inspections (DSI) then any applicable Minnesota Gambling Control Board (GCB) forms endorsed and forwarded to the State via email. City applications may be delivered by hand to DSI with free parking available at the Southwest corner of 6th & Jackson Streets in downtown, mailed or sent via secured fax (651-266-9124). It is recommended that the application and all required materials be submitted to the DSI a minimum of thirty days prior to the event.

After the license application is entered into the database and fee processed, it is forwarded to DSI business Licensing for a compliance review and an Inspector will contact you if additional information or materials are required. If any questions, request a DSI Licensing Inspector at 651-266-8989 or DSI-InformationAndComplaints@ci.stpaul.mn.us.

State of Minnesota Gambling Control Board (GCB) applications and payment must be submitted by applicants directly to the GCB at 1711 W. Co. Rd B, Suite #300 South, Roseville, MN 55113. It is recommended that the original GCB application forms be immediately submitted to that office as additional State fees will apply if not submitted 30 days prior to the event. Copies of the GCB forms must also be submitted to DSI and those requiring City of Saint Paul signature will be forwarded via email to the GCB after approval of the City license. If there are questions regarding the conduct of gambling itself, applicants are strongly encouraged to contact the GCB Licensing Section directly at 651-539-4000 or to visit the Minnesota Gambling Control Board website (http://mn.gov/gcb/).

Once all required items have been received and the event permit approved by a DSI Licensing Inspector, a hard copy of the City license will be posted via US Mail to the organization.

Please identify the following:

1. Organization’s Formal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Event Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact Person Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Contact Person Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Contact Person E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_
6. Contact Person Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEMPORARY LAWFUL GAMBLING EVENT LICENSE application**

1) Organization name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Organization mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Organization Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Organization CEO/President ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) CEO/President Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) Name of organization contact conducting event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) Address where event to be conducted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) Name of location where event to be conducted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9) Event Date(s) and time(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*Please note, each calendar day a raffle drawing is conducted requires a separate license\*

10) Circle type(s) of lawful gambling to be conducted: Bingo Paddlewheel Pull-Tabs Raffle Tipboards

11) Total cash and retail value of merchandise to be awarded as prize(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12) Total lawful gambling events to be conducted during calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**If any questions, contact the Department of Safety and Inspections (DSI), Business Licensing at 651-266-8989 or**

 **DSI-InformationAndComplaints@ci.stpaul.mn.us****.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **□ American Express □ Discover** **□ MasterCard □ Visa** | **Expiration****Month/Year**►► |  |  |   |  |  | **Security****Code**►► |  |   |  |  |
|
| **Enter Account****Number** ► |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Signature of Cardholder (required for all charges): |

**AFFIDAVIT FOR CONDUCT OF TEMPORARY LAWFUL GAMBLING**

BY ORGANIZATION CEO/PRESIDENT

I have read the State of Minnesota Statutes, State of Minnesota Rules, and the City of Saint Paul Ordinances governing the conduct of one day lawful gambling for exempt and excluded organizations.

I, as CEO/President of the organization named below, hereby certify the organization will conduct its exempt or excluded lawful gambling event in accordance with and in full compliance with all State of Minnesota and City of Saint Paul regulations.

Organization Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC INFORMATION

Notary Public Seal must be current and correct. The seal may not be altered.

Subscribed and sworn to before me this

day of ,

 (Notary Public Signature)

NOTES

From: Ferrara, Tom (CI-StPaul)
Sent: Wednesday, March 9, 2022 1:07 PM
To: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>
Subject: RE: Emailing: App 2022 Temp Gambling DRAFT 2

Thank you for looking over, no one else understands process as well as you. Made those suggested edits. Will forward a final draft of sorts for review before placing on web.

Tom

-----Original Message-----

From: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>

Sent: Wednesday, March 9, 2022 12:34 PM

To: Ferrara, Tom (CI-StPaul) <tom.ferrara@ci.stpaul.mn.us>

Subject: FW: Emailing: App 2022 Temp Gambling DRAFT 2

Hi Tom,

This looks good. At quick glance, the only thing that I see is on the first page, the last paragraph reads " Once all required items have been received and the event permit approved by a DSI Licensing Inspector, a hardcopy of the City license will be posted USPS to the organization." I would change posted USPS to sent via U S mail. You would also want to revise hardcopy to hard copy.

Thank you,

Linda Koran

Pronouns: she/her/hers

License Clerk

Department of Safety and Inspections

375 Jackson Street, Suite 220

Saint Paul, MN 55101-1806

P: 651-266-9105

F: 651-266-9124

linda.koran@ci.stpaul.mn.us

DSI Customer Service Counter is available 8:00 am - 4:00 pm (Mon - Fri).

-----Original Message-----

From: Ferrara, Tom (CI-StPaul) <tom.ferrara@ci.stpaul.mn.us>

Sent: Wednesday, March 9, 2022 11:30 AM

To: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>

Subject: RE: Emailing: App 2022 Temp Gambling DRAFT 2

Thanks Linda, part of why had to ask is that the web still says $54 while ECLIPS kept/keeps raising the $1 adjustment popup. I am behind on a priority adverse action for Eric and Joe I must get done then will try to get fee to Ross and Akbar maybe by tomorrow with other much needed edits to webpage as it is currently full of unrelated Class T and liquor info.

Draft 2022 application edits looking okay? Any changes or added detail that would help with processing?

...I have updated fee and am working to add more CEO and/or general organization contact info into a DRAFT 3

Thanks Again,

Tom

-----Original Message-----

From: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>

Sent: Wednesday, March 9, 2022 10:24 AM

To: Ferrara, Tom (CI-StPaul) <tom.ferrara@ci.stpaul.mn.us>

Subject: RE: Emailing: App 2022 Temp Gambling DRAFT 2

Yes, you are handling this situation correctly. Continue to deny the additional charge as those applications were entered prior the fee change. Temporary Gambling Licenses have been increased to $55.00 effective in February of this year so if you talk to any future applicants, please let them know of the fee change. I have not checked the website to see if the changes were made. I think that Ross was supposed to be in charge of that.

Thank you,

Linda Koran

Pronouns: she/her/hers

License Clerk

Department of Safety and Inspections

375 Jackson Street, Suite 220

Saint Paul, MN 55101-1806

P: 651-266-9105

F: 651-266-9124

linda.koran@ci.stpaul.mn.us

DSI Customer Service Counter is available 8:00 am - 4:00 pm (Mon - Fri).

-----Original Message-----

From: Ferrara, Tom (CI-StPaul) <tom.ferrara@ci.stpaul.mn.us>

Sent: Tuesday, March 8, 2022 7:00 PM

To: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>

Subject: FW: Emailing: App 2022 Temp Gambling DRAFT 2

Hello Linda, in addition to app form revisions has there been a fee increase for this license type? As I approve some it indicates a fee increase adjustment has occurred so I deny that change. Please advise...

Thanks

-----Original Message-----

From: Ferrara, Tom (CI-StPaul)

Sent: Tuesday, February 22, 2022 2:53 PM

To: Koran, Linda (CI-StPaul) <linda.koran@ci.stpaul.mn.us>

Subject: Emailing: App 2022 Temp Gambling DRAFT 2

Hello Linda,

Almost exactly two years ago you suggested some updates to the temporary gambling application. After seeking corrections to the new webpage this morning I realized the new letterhead was also needed so proceeded to make most of suggested changes while updating header. I then kept going with some additional changes to flow and format and still would like to remove some repeated information to reduce the document by a page yet timed out for now. Please review and let me know thoughts, anything else needed, etc...

Thank You!

Tom

Your message is ready to be sent with the following file or link attachments:

App 2022 Temp Gambling DRAFT 2

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

xxxxxxxxxxxxxxxxxxx