



City of Leeds, Alabama
Bingo License Application

1400 9th St/ PO Box 5
Leeds, Alabama 35094

SECTION A – GENERAL INFORMATION

Date of Application:

Legal Name of Organization:

Trade Name (if any):

Mailing Address:

Phone Number:

Previous Address (past 2 years if different):

SECTION B – BINGO OPERATION DETAILS

Bingo Location Address:

Days Bingo Will Be Played:

Times of Day:

Date Organization Was Established in Leeds:

SECTION C – ORGANIZATIONAL INFORMATION

Date of Incorporation:

State of Incorporation:

Current Officers/Directors:

SECTION D – REQUIRED ATTACHMENTS

- Copy of Certificate of Incorporation
- Copy of Organizational Charter
- If Affiliated: Authorization or Evidence of Affiliation
- Copy of Bylaws
- Date Approved as 501(c) Organization:
- Copy of IRS 501(c) Exemption Letter
- Current Membership Roster
- Real Estate Owner Information
- Copy of Deed to Property
- Copy of Lease or Sublease (if applicable)
- Financial Statements for Past 2 Years
- City Sign Permit (if applicable)
- Charitable/Educational Donations List
- City Annual Privilege License Tax Application
- Statement of Purpose for Net Proceeds
- Signed Ordinance Read Acknowledgment
- \$100 Non-Refundable Application Fee (Check or Money Order)

SECTION E – RESPONSIBLE MEMBER(S) DESIGNATION

Name	Signature	Date
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SECTION F – DECLARATION

I/We declare under penalty of perjury that the information provided in this application is true and correct to the best of our knowledge, and that all required documents have been submitted as indicated.

Applicant Signature:

Printed Name:

Title:

Date:

Sec 6-76 Application For License

- A. Each applicant shall file with the authorized licensing official of the a written application in a form prescribed by the authorized licensing official duly executed and verified.
- B. Each new applicant shall pay a \$100.00 non-refundable bingo application filing fee with clerk of the city, together with a completed bingo license application.
- C. In each application there shall be designated an active member or members of the applicant organization under whom the game or games of bingo are to be conducted, and there shall be appended to the application a statement executed by the member or members so designated that he, she or they will be responsible for the conduct of such bingo games in accordance with the terms of the license and the provisions of this article and the Constitution of the State of Alabama. There shall be appended to the application a copy of a deed, lease, and/or sub-lease, if applicable, executed in the name of the licensee, for the premises upon which the bingo games are to be conducted. Each bingo license application shall include the following information, items, or attachments:
1. Date of application.
 2. Legal name of the firm, association, corporation of organization.
 3. Actual or trade name of the firm, association, corporation, or organization.
 4. Current mailing address and telephone number of the firm, association, corporation, or organization and the address for the last two years, if different from the current address.
 5. Location address where bingo games are to be conducted.
 6. Day or days of the week bingo games are to be played.
 7. Time of day at which bingo games are to be played.
 8. Date the firm, association, corporation, or organization was established in the city.
 9. Name, date of birth, current address and telephone number of each current officer or director of the firm, association, corporation or organization.
 10. Date the firm, association, corporation, or organization was incorporated.
 11. Copy of certificate of incorporation.
 12. Copy of organization or association's charter. If the organization is affiliated with any state, national, or international organization, the organization must submit a copy of the authorization or evidence of affiliation issued by the state, national, or international organization.
 13. Copy of the organization's by-laws.
 14. Date the organization was approved as an organization under section 501(c) of the United States Internal Revenue Code.
 15. Copy of the organization's 501(c) exemption.
 16. Copy of the current active membership roster, including, but not limited to, the name, address, and telephone number of all members, which must number at least 50, a majority of which shall reside within the corporate limits of the city.
 17. Name, address, and telephone number of the owner of the real estate where bingo games will be conducted.

18. A copy of the deed to the property upon which bingo games will be conducted.
 19. A copy of any lease or sub-lease pertaining to the property upon which bingo games will be conducted.
 20. A copy of the organization's financial statements for the previous two years.
 21. A copy of the sign permit issued by the city inspection division if the organization is going to display a sign.
 22. A list of all charitable or educational donations, including the dollar amount or value thereof, made during the past 23 months.
 23. A completed city annual privilege license tax application.
 24. A statement shall be attached to the bingo application as to the specific purpose to which the entire net proceeds of such bingo games are to be devoted.
 25. A statement that all persons signing the application have received and read a copy of the current city bingo ordinance.
 26. A \$100.00 bingo application fee.
- D. No person, firm, association, or corporation which holds a bingo license from either Jefferson, St. Clair or Shelby County, Alabama to operate a game of bingo outside the corporate limits of the city shall be allowed to operate a game of bingo within the corporate limits of the city. Any person, firm, association, or corporation which has had a license revoked or denied by either the Jefferson, St. Clair or the Shelby County Commission, shall not be allowed to apply to operate a game of bingo within the corporate limits of the city for a period of two years from the date of such revocation or denial, whichever is applicable.
- E. As a prerequisite for the renewal of any license issued hereunder, the licensee must submit to the city authorized licensing official a statement containing the information required in this article. In addition, the licensee must submit a prior year's annual (January 1 through December 31) bingo financial statement, in a format approved by the authorized licensing official of the city, to be used to determine the renewal eligibility of each licensee. The financial statement is due on or before January 31. If any of the information required in this section for the original application for any bingo license has changed as of the date of any application for a license renewal, then such information shall be submitted in connection with a renewal application.

(Ord. No. 2015-06-04, Art. IV, 6-15-2015)