

**SEE REVERSE SIDE FOR INSTRUCTIONS**

This space below for office use only.

Filing Fee: \$10.00  
Expires June 30, each year

**COUNTY OF MARIN  
BINGO LICENSE APPLICATION**

New Filing

Renewal Filing

**LICENSE #** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

(Last Name)

(First)

(Middle)

Complete Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ Calif. Tax Exempt #: \_\_\_\_\_, **OR**, Check one box below.  
(Rev. & Tax Code Sections 23701 et. seq.)

Senior Citizens Organization

Mobile Home Park Association

**NOTE: ORGANIZATIONS MAY USE GAME PROCEEDS ONLY FOR CHARITABLE PURPOSES.**

Type of Property: \_\_\_\_\_

Street Address: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_

Property is:  owned or  leased by the organization.

Games are to be conducted between the hours of \_\_\_\_\_ and \_\_\_\_\_,  
on the following days of the week: \_\_\_\_\_, not to exceed 6 hours in any 24 hour period.

Applicant hereby agrees to conduct Bingo Games in strict accordance with provisions of Sections 326.5 of the Penal Code and Section 6.18 of the Marin County Code.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Application approved  Date \_\_\_\_\_

Application denied  Date \_\_\_\_\_

SHELLY SCOTT, County Clerk

By: \_\_\_\_\_  
Deputy Clerk

LICENSE EXPIRES JUNE 30, 20\_\_\_\_

cc: Building Inspector

Rev. 01/2019

# INSTRUCTIONS FOR APPLICATION FOR A BINGO LICENSE

Pursuant to Chapter 6.18 of the Marin County Code

## **ELIGIBILITY**

Non Profit Organizations exempt from taxes by Section 23701 et. seq. of the Revenue and Tax Code or a legitimate Mobile Home Park Association or a Senior Citizen Organization.

PROCEEDS MUST BE USED FOR CHARITABLE PURPOSES ONLY.

## **FILING OF APPLICATION**

- New filings may be submitted by organizations never previously granted a bingo license. New applicants will be assigned a number by the County Clerk. Please check box for new filing if applicable.
- Renewal filings should be submitted prior to license expiration on June 30 of each year. Renewals will receive their previous license number. Check box for 'renewal' if applicable.
- Enter the name of the organization, name of the presiding officer, complete mailing address and telephone number.
- Enter the type of organization and the tax exempt number (if applying under Section 23701 of the Revenue and Tax Code). If the organization is not tax exempt, check whether it is a Mobile Home Park Association or a Senior Citizens Organization.
- State the type of property, specific street address, maximum seating capacity and whether the property is owned or leased by the organization.
- State the hours of the day and days of the week that games are to be conducted. Games may not exceed 6 hours in any 24-hour period.
- The applicant must sign and date the application, agreeing to comply with all applicable code sections. Please include the title and printed name of the signing officer.
- Submit with \$10.00 filing fee made payable to Marin County Clerk and \$180.76 building inspector fee made payable to Marin County.
- The lower portion of the application is for OFFICE USE ONLY and will be completed by the building inspector and the County Clerk. A copy of the application and license will be sent to the applicant upon approval. Applicants may appeal to the Board of Supervisors if the application is denied.

## **EXCERPTS FROM THE MARIN COUNTY CODE REGULATING BINGO GAMES:**

TOTAL VALUE OF PRIZES SHALL NOT EXCEED TWO HUNDRED AND FIFTY DOLLARS IN CASH OR IN KIND FOR EACH SEPARATE GAME HELD. (6.18.090)

ALL PROFITS DERIVED FROM A BINGO GAME SHALL BE KEPT IN A SPECIAL FUND OR ACCOUNT. THE LICENSEE SHALL KEEP FULL AND ACCURATE RECORDS OF INCOME AND EXPENSES. THE COUNTY OF MARIN SHALL HAVE THE RIGHT TO EXAMINE AND AUDIT SUCH RECORDS AT ANY REASONABLE TIME (6.18.100).

BINGO GAMES SHALL BE OPERATED AND STAFFED EXCLUSIVELY BY THE LICENSED ORGANIZATION. ALL GAMES SHALL BE OPEN TO THE PUBLIC (6.18.120, 6.18.130).

NO PERSONS UNDER 18 YEARS OF AGE SHALL PARTICIPATE NOR ANY PERSON OBVIOUSLY INTOXICATED (6.18.160, 6.18.170).

ALL GAME PARTICIPANTS MUST BE PHYSICALLY PRESENT AT BINGO GAMES (6.18.190).