



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 301.883.3840 ♦ FAX: 301.883.3875



**APPLICATION FOR PERMIT FOR
 BENEFIT PERFORMANCE / CHARITABLE GAMING EVENT**

Name of Organization: _____

Address of Organization: _____

Street

City

State

ZIP Code

Hereby makes an application for a permit to conduct a: _____

on: _____

Date(s) and Time(s) of Event

at: _____

Exact Location

This benefit performance will be conducted within the meaning and requirements of Subtitle 5, Division 2 of the Prince George's County Code.

**All fees MUST be made payable
 to Prince George's County.
 (Fees are NON-REFUNDABLE)**

 Signature

 Print Name

 Title

 Address

 Date

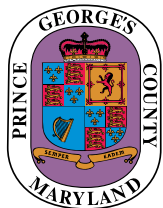
 Home Phone #

 Work Phone #

Sworn To and Witnessed and Sealed By Me This _____ Day of _____, 20 _____ .

SEAL

 Notary Public



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BENEFIT PERFORMANCE/CHARITABLE EVENTS PERMIT REQUIREMENTS

The following must be submitted with this application:

- The name of the group or organization and a list of the names and addresses of all officers and directors.
- A full and complete statement of the purposes and objectives of the group or organization and the purpose for which the proceeds from the benefits will be used.
- Statements by affidavit, attested to and notarized, by the President and Treasurer of the organization to read as follows:
 - “No agreement, written or oral exists for the division of any portion of proceeds from any games permitted by Section 5-116, Division 2, Subtitle 5, Prince George's County Code, and held in conjunction with the benefit performance, with any other person, group, partnership, association or corporation.”
 - “No person, group, partnership, association, organization or corporation, other than the applicant group or organization or a bona fide member thereof, will receive any portion of the proceeds of such benefit performance other than in furtherance of the purposes of such group or organization, except that previously agreed to amounts necessary to pay for benefit performance operating costs, may be taken from the proceeds.”
 - “The benefit performance will be managed and operated only by members of the applicant group or organization personally, except that the employees of any professional carnival operation may operate all rides and technical, mechanical and electrical equipment and may also operate special equipments, such as popcorn, coffee and candy machines.”
- Copy of a written ruling, 501(c) (3) or similar, from the Internal Revenue Service, indicating the non-profit status of the organization. It is not necessary to submit this item if your organization has a letter currently on file in the office.
- Raffle, a list of merchandise and/or amount of cash prizes, \$25 fee + 5% Technology Fee of \$1.25 for a total of \$26.25.
- Bingo, a list of prizes, \$75 fee + 5% Technology Fee of \$3.75 for a total of \$78.75 per year.
- For all benefits other than a raffle or bingo, a list of cash prizes and/or merchandise.
- Copy of the “Use and Occupancy” permit for the premises being used.
- Charitable Gaming Events, names and addresses of those who will control the proceeds and have authority to disburse funds derived from Charitable Gaming Events.
- Charitable Gaming Events, please submit the following:
 1. Most recent IRS Form 990 and State Form COF-85, along with an affidavit, made under penalty of perjury, by two (2) officers of the Organization that the copies are accurate.
 2. An affidavit that transmits and attests to the validity of a copy of the Organizations' bylaws and charter and the tax ID number.
 3. For Corporate Sponsors, a current Certificate of Good Standing from the State of Maryland.
 4. List of all persons who worked at Charitable Gaming Events during the previous licensing period.
 5. A full and detailed description of the event and all games to be played, including but not limited to the name of each event, names and rules of each game, who operates/deals the game, and a detailed description of the rules of play.