



**TERMS AND CONDITIONS – SINGLE DAY (7-Hour) RAFFLES**

This form must be completed when the licence holder is conducting and managing a single day raffle event (e.g. : 50/50 draw, meat or product draw – using roll tickets)

**RESPONSIBILITY**

The control of the raffle remains with the licence holder regardless of what arrangements the licence holder has made with the volunteers who assist with the raffle. The Lottery Licensing Act, Regulations, Policy, and the licence apply to this gaming event.

**TICKET SALES**

- The total “licensed ticket sales value” shall not exceed the amount specified in the licence. Organizations may decide how many draws will take place in the 7 hour period.
- The ticket is in two parts. Each half will have the same number on it. One part is to be retained by the purchaser and the other part is entered into the draw. (example: roll tickets).
  - The tickets will be numbered consecutively for the entire 7-hour period.
- If there are daily draws occurring on consecutive days, the colour of the ticket must be different for each day.
- All ticket sales will take place in a controlled area, as specified in the licence.

**DRAW**

- An announcement will be made or a notice posted when tickets sales begin that state when and where the prize will be awarded and what the time is for the next draw.
- The minimum time limit for the winner to claim a prize is 10 minutes. The winner must sign in receipt of the prize.
- If a winner does not claim the prize in the allotted time as specified in the licence, then an additional ticket(s) must be drawn until a winner is identified.

**RECORDS & FINANCIAL**

- A record of all ticket sales and money from the sale must be accounted for on a raffle ticket inventory worksheet. A sample can be found online at: [http://www.gov.yk.ca/forms/forms/5000/yg5759\\_e.pdf](http://www.gov.yk.ca/forms/forms/5000/yg5759_e.pdf)
- The licence holder will provide a secure location to complete the ticket and cash reconciliation.
- The organization (licence holder) will make a contact name and telephone number available to the public in the event of a dispute.

This is to confirm that I am managing this single day raffle on behalf of

\_\_\_\_\_ (organization)

and that I have read the above, and understand the terms and conditions of this raffle event.

\_\_\_\_\_  
(Position in Organization)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)