

City of

Vacaville

Bingo

Handbook

CITY OF VACAVILLE BINGO HANDBOOK

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INTRODUCTION

The City of Vacaville provides this handbook to inform interested parties of the laws governing the conduct of bingo games, halls and suppliers within the City of Vacaville. Any person or organization interested in conducting bingo games, operating a bingo hall or distributing bingo supplies and equipment within the City of Vacaville is required to obtain a license from the City of Vacaville.

The laws and regulations referred to in this handbook are administered and enforced by the Police Department and the Business License Section of the Finance Department.

Prior to making formal application for a license, the information contained herein will familiarize the reader with such topics as eligibility for licensing, instructions for preparing the application forms, reporting and operating requirements, along with the current State and City of Vacaville laws governing the operation of bingo. This handbook also serves as a reference source and working directive for all licensees. However, the information contained in this handbook may not cover all questions and situations that may arise in connection with bingo. It is the licensee's sole responsibility to know and comply with all bingo laws, including those set forth in the Vacaville Municipal Code, California Penal Code Section 326.5, and other applicable laws and regulations.

This handbook is divided into sections 1-5. Section 1 deals with charitable organizations that conduct bingo games. Section 2 deals with the establishment and operation of bingo halls. Section 3 deals with the suppliers of bingo and equipment within the City of Vacaville. Section 4 provides information about background investigations of bingo hall and bingo supplier license applicants. Finally, Section 5 includes copies of Vacaville Municipal Code Chapters 5.24 ("Bingo"), 5.25 ("Bingo Halls"), and 5.26 ("Bingo Suppliers") and California Penal Code Section 326.5.

Any person or organization wishing to apply for a license should contact the City of Vacaville Finance Department, Business License Section. Law enforcement and background investigation questions may be directed to the Vacaville Police Department Bingo Coordinator/Law Enforcement Unit.

SECTION 1

BINGO CONDUCTED BY CHARITABLE ORGANIZATIONS

BINGO CONDUCTED BY CHARITABLE ORGANIZATIONS

CHARITY BINGO

Generally, private lotteries and raffles are illegal within the State of California. However, certain tax-exempt organizations are authorized by State law and local ordinance to conduct bingo games, provided that:

1. the proceeds are used only for charitable purposes;
2. the games are conducted by volunteer members of the organization;
3. no salaries are paid with bingo proceeds;
4. there is no commingling of bingo money with any other funds; and,
5. the organization conducting bingo holds a valid license issued by the city or county in which bingo is played.

Charity bingo start-up costs range from a few hundred dollars to many thousands of dollars. Proper planning by directors is essential to ensure profitable, cost-effective and legal games. Every charity must comply with the local charity bingo licensing requirements before operating charity bingo games. Charities must account to local licensing authorities for all bingo proceeds.

ELIGIBILITY FOR A LICENSE TO CONDUCT BINGO GAMES

1. Eligible organizations may apply to the City of Vacaville for a license to conduct bingo games in Vacaville pursuant to the provisions of Chapter 5.24 of the Vacaville Municipal Code and Section 326.5 of the California Penal Code. Copies of Chapter 5.24 and Section 326.5 are set forth in Section 5 of this Handbook.
2. Only organizations which are exempted from the payment of the bank and corporation tax by Sections 23701a, 23701b, 23701d, 23701e, 23701f, and 237011 of the California Revenue and Taxation Code, mobile home park associations, and senior citizens organizations may conduct bingo games in the City of Vacaville, provided the receipts of such games are used only for charitable purposes.
3. The organization must contact the State Franchise Tax Board, Secretary of State or other appropriate State office for current rules, regulations, and application requirements to become an organization qualified to conduct bingo games under Penal Code Section 326.5.
4. The organization must conduct the bingo games on property that it owns, leases, or whose use is donated to the organization. The organization must also use the property for an office or for performance of the purposes for which the organization is organized.

APPLICATION FEE

1. An application for a license to conduct bingo shall be accompanied by a application fee of \$50.
2. The application must be accompanied by:
 - a. Schedule of fees to be collected from bingo players.
 - b. Statement of ownership or control of the location where the bingo game will be held.
 - c. Signed copy of organization's Board of Directors' authorizing resolution.
 - d. Photocopy of certificate of tax exempt status.

3. The Finance Department will approve or deny the application for a license within ninety (90) days after receipt of the application. The City will notify the organization in writing of the approval or denial of the application.
4. A bingo license application may be denied if:
 - a. Any requirements of Section 326.5 of the Penal Code of the State of California are not met;
 - b. The organization does not agree to comply with the requirements of Chapter 5.24 of the Vacaville Municipal Code; or
 - c. The applying organization, or any person listed in the application, has previously violated any provision of Chapter 5.24 of the Vacaville Municipal Code or Section 326.5 of the Penal Code or has made any fraudulent statement in the application or any other document submitted with the application.
5. A license shall not be transferable from one organization to another nor from one location to another. Each organization must obtain its own bingo license.
6. A bingo license authorizes the licensee organization to conduct bingo games only at the times specified in the license. No other bingo games may be conducted without the prior written approval of the City.
7. The City may issue a license authorizing the conduct of more than one bingo session per week provided the licensee organization has:
 - a. Enough volunteers to staff the extra session(s);
 - b. Been examined by the City and has corrected all compliance deficiencies, if any;
 - c. Shown that the session(s) will not be detrimental to public safety, health or welfare; and
 - d. Has complied with all applicable state and local laws, rules, and regulations.
8. Expenditures incurred by the organization prior to approval of an application by the City are solely at the organization's own risk. Such expenditures include, but are not limited to, the following: remodeling of premises, purchasing of equipment and supplies, negotiating contracts or leases, etc.
9. Licensees shall pay to the City on a monthly basis a fee for law enforcement and public safety costs incurred by the City that are directly related to bingo activities. Such fees, however, shall not exceed the actual costs incurred by the City in providing such services and shall be assessed against the total prizes awarded in a month in excess of \$1,500.00.
10. Copies of the application for a bingo license and a sample bingo license are set forth on pages 7 and 8 of this handbook.

CITY OF VACAVILLE
APPLICATION FOR BINGO LICENSE

ALL ITEMS MUST BE COMPLETED AND REQUIRED ATTACHMENTS INCLUDED BEFORE ACCEPTANCE OF THIS APPLICATION. APPLICATIONS SHOULD BE SUBMITTED TO THE FINANCE OFFICE OF THE VACAVILLE CITY HALL.

A. ORGANIZATION

Name _____

Address of Local Office:

B. AUTHORIZED REPRESENTATIVE

Name _____

Address _____

City, State & Zip _____

Telephone _____

Date of Birth _____

C. PRESIDENT OR CHIEF OFFICER

Name _____

Home Address _____

City, State & Zip _____

Telephone _____

Date of Birth _____

D. CUSTODIAN OF FINANCIAL RECORDS

Name _____

Home Address _____

City, State & Zip _____

Telephone _____

Date of Birth _____

E. LOCATION, DATES AND TIME OF PROPOSED GAMES

Address _____

Date or Day of Week _____

Time _____ to _____
Open Close

Continuing Game? Yes No

F. ATTACHMENTS REQUIRED:

1. Schedule of fees.
2. Statement of ownership or control of the location where the bingo game will be held.
3. Signed copy of authorizing resolution.
4. Photocopy of certificate of tax exempt status.

G. The undersigned has received and read Chapter 5.24 of the Vacaville Municipal Code.

Signature _____

H. I declare under the penalty of perjury that the information contained in this application is true and correct.

Signed _____

Title _____

Date _____

CITY OF VACAVILLE
BINGO LICENSE

THIS LICENSE AUTHORIZES GAMES OF BINGO TO BE CONDUCTED BY

(Name of Non-Profit Charitable Organization)

THESE GAMES MAY BE CONDUCTED AT

ON THE DATES AND HOURS SPECIFIED AS FOLLOWS: _____

THIS LICENSE EXPIRES _____ UNLESS SOONER REVOKED.
(Date)

SPECIAL CONDITIONS, IF ANY: _____

THIS LICENSE IS AUTHORIZED PURSUANT TO ARTICLE IV,
SECTION 19 OF THE CALIFORNIA CONSTITUTION, SECTION 326.5
OF THE CALIFORNIA PENAL CODE AND CHAPTER 5.24 OF THE
VACAVILLE MUNICIPAL CODE.

(Finance Department)

(Police D

(Date)

(Date)

THIS LICENSE MUST BE CONSPICUOUSLY POSTED ON THE PREMISES
(DURING THE HOURS OF OPERATION)

BINGO RECORDS

1. Bingo records shall be subject to and available at all reasonable times for inspection by the City of Vacaville Finance Department or authorized representative. These records shall be available upon demand and shall include, but not be limited to:
 - a. Check registers, canceled checks, deposit slips, and bank statements;
 - b. Invoices and other supporting documents related to all receipts and disbursements;
 - c. Cash receipts and disbursement journals;
 - d. General ledger and accounts payable subsidiary ledger;
 - e. Latest financial statements;
 - f. Articles of incorporation;
 - g. Names and addresses of all stockholders, and percent of interest of each stockholder;
 - h. Board of Directors meeting minutes for the latest twelve (12) months;
 - i. All written agreements and promissory notes related to loans;
 - j. Evidence of ownership or control of property where the bingo games shall be conducted;
 - k. All other records pertinent to the compliance examination or inspection, and
 - l. Inventory records of Bingo Sheets and Pull Tabs.
2. If the inspection of the licensee's records indicates that all the records enumerated by the Finance Department are not maintained or are not maintained in the manner prescribed by the Finance Department, the license may be temporarily suspended.
3. For City reporting purposes the licensee will keep all the accounting books, records and supporting detail for (1) one year after the related reporting has been filed with the City or until inspected by the City or its representative, whichever comes first. Note, however, that other agencies, such as the Internal Revenue Service, may require longer records retention periods and that the licensee is responsible for complying with such requirements. Winning pull-tabs shall be retained for a period of three months after the related reporting has been filed with the City.

BINGO FINANCIAL REPORTING REQUIREMENTS

During the term of the bingo license, each organization issued a bingo license shall file monthly reports with the Finance Department. The reports are set forth as Exhibits A and F in the pages that follow in this handbook. Exhibit A shall be completed by all licensees, with the exception of "small groups" (i.e. those awarding \$1,500.00 or less in prizes in any month); "small groups" shall complete Exhibit F only. A City fee is calculated on Exhibit A. The required Exhibit shall be sent with a check for the fee (if applicable) no later than thirty (30) days after the end of each month reported. The bingo license shall be subject to suspension and/or revocation if the reports are not received on time.

MONTHLY BINGO REPORT (EXHIBIT A) INSTRUCTIONS

Complete the top of the Monthly Bingo Report (Exhibit A) with the month and year being reported, the organization's name, monthly attendance, number of sessions conducted during the month, and the location of the bingo sessions.

Line 1 – Includes the sale of both paper and pull tabs. Gross receipts relating to bingo paper shall be the calculated cash value of paper issued from inventory (net of discounts, coupons, free packs, etc.).

Line 2 - Shall include any other sale derived from bingo games, including supplies sold.

Line 3 – Is the total of lines 1 and 2.

Line 4 - Shall include the total value of all cash or in-kind prizes paid.

Line 5 –An exemption of \$1,500 per charity per month is given before the City fee is calculated.

Line 6 – Is the total of line 4 minus line 5, and is the amount subject to the City fee.

Line 7 – Multiply line 6 by the percentage shown here to calculate the City fee to be paid to the City of Vacaville.

Lines 8-11 – List any payments made during the month for the charitable purposes of the organization.

All disbursements from the bingo bank account shall be consecutively numbered checks signed by authorized officers of the licensee and shall be payable to a specific individual or organization. All expenses are to be paid by check. It is not permissible to use the net proceeds (cash) from bingo sessions to pay expenses. A petty cash fund may be maintained if cash is needed to pay small expenses.

Exhibit A and payment are due no later than thirty days after the end of each month. The Exhibit must be signed by an officer of the organization and include a contact person for questions regarding the Exhibit. Attach a check and mail or deliver completed Exhibit A's to the City of Vacaville Finance Division, Attention: Bingo Reporting, 650 Merchant Street, Vacaville, CA 95688.

MONTHLY BINGO REPORT FOR SMALL GROUPS (EXHIBIT F) INSTRUCTIONS

This report is to be used by licensees awarding less than \$1,500 in prizes during the calendar month (Vacaville Ordinance 5.24.061.C.1).

Complete the top of the Monthly Bingo Report (Exhibit F) with the month and year being reported, the organization's name, monthly attendance, number of sessions conducted during the month, and the location of the bingo sessions.

Line 1 – Includes the sale of both paper and pull tabs. Gross receipts relating to bingo paper shall be the calculated cash value of paper issued from inventory (net of discounts, coupons, free packs, etc.).

Line 2 – Shall include any other sale derived from bingo games, including supplies sold.

Line 3 – Is the total of lines 1 and 2.

Line 4 – Shall include the total value of all cash or in-kind prizes paid.

An Exhibit F is due no later than thirty days after the end of each month. The Exhibit must be signed by the preparer and include a phone number in case of any questions. Mail or deliver completed Exhibit Fs to the City of Vacaville Finance Division, Attention: Bingo Reporting, 650 Merchant Street, Vacaville, CA 95688.

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SECTION 2

BINGO HALLS

BINGO HALLS

A. Definition of a Bingo Hall

“Bingo hall” means a facility or place that is rented, leased, donated or otherwise allocated to a person or persons possessing a bingo license pursuant to Chapter 5.24 of the Vacaville Municipal Code for the purpose of operating or conducting bingo games.

B. Bingo Hall Licensee Regulations

1. No licensee shall receive a percentage of the proceeds of a bingo game.
2. No licensee shall absorb losses arising from the conduct of bingo.
3. No licensee shall dictate or restrict a bingo licensee from choosing a particular vendor for the purchase, lease or use of bingo supplies, equipment or materials.
4. No licensee shall dictate or restrict a bingo licensee from choosing a particular vendor for the purchase of advertising.
5. No licensee shall advance loans to or receive loans from persons or entities conducting a bingo game.
6. No licensee shall receive a salary or wage from the proceeds of a bingo game.

C. Bingo Hall License Requirements

1. No person shall operate or maintain a bingo hall within the City limits without first having obtained from the City a bingo hall license and a City business license.
2. If a person operates or maintains more than one bingo hall within the City limits, a bingo hall license and City business license shall be obtained for each bingo hall.

D. License Application

1. An application for a bingo hall license shall be filed with the Chief of Police.
2. The application shall specify the information required by Vacaville Municipal Code Section 5.25.040.
3. A background investigation of the bingo hall applicants will be conducted by the Vacaville Police Department as directed by the Chief of Police.
4. After completion of the background investigation, the Chief of Police may approve an application for a bingo hall license, subject to conditions specified by the Chief of Police.
5. The “Application for Bingo Hall License” is set forth on the pages that follow.

APPLICATION FOR BINGO HALL LICENSE

(Use black ink or type.)

PART I - GENERAL APPLICATION INFORMATION

1. Name of Applicant	Last	First	Middle
-----------------------------	------	-------	--------

2. Check if Applicant is:	Owner	Investor	Trustee	Manager
----------------------------------	-------	----------	---------	---------

3. NAME AND ADDRESS OF HALL	
Name of HALL:	Telephone Number:
Address of HALL:	
- If owner or investor, the amount invested: \$	
- Date applicant became affiliated with HALL:	
- Name of previous owner of HALL:	
- Previous name of HALL (if different from above):	

4. OWNERS/INVESTORS/PARTNERS	
If Applicant is not the sole owner or holder of financial interest in the HALL, provide the following for each owner/investor or partner.	
Name:	Telephone Number:
Address:	
Title or nature of interest:	
Amount invested or to be invested: \$	% of ownership
Name:	Telephone Number:
Address:	
Title or nature of interest:	
Amount invested or to be invested: \$	% of ownership

5. MANAGER(S)	
If Applicant is owner or holder of financial interest in the HALL, provide the following for each manager (attach additional pages, if necessary).	
Name of Manager:	Telephone Number:
Residence Address:	

6. Number of Tables in bingo establishment:	
--	--

7. BUILDING OWNER	
If building in which HALL is located is not owned by Applicant, specify owner and monthly rent on building.	
Owner:	Telephone Number:
Address:	
Monthly Rent: \$	

PART II - PERSONAL HISTORY RECORD

1. PERSONAL INFORMATION

Last		First		Middle	
Alias(es) (Nicknames, Maiden Name, Other Name Change, Legal or Otherwise; Why Used, When, and Where)					
Residence Address--Street or RFD		City		State/Zip	
				Since Date	
Mailing Address (if different from above)					
Business Name and Address		City		State/Zip	
				Since Date	
Occupation				Residence Telephone # Business Telephone #	
Date of Birth		Age	Sex	Place of Birth (City, State)	
Social Security Number			Driver's License #	State Issued	Expire. Date
Color of Eyes	Color of Hair	Complexion	Weight	Height	
Scars, tattoos, or distinguishing marks and/or characteristics					

ATTACH COLOR PHOTOGRAPH OF
YOURSELF TAKEN WITHIN THE LAST
30 DAYS HERE

Are you a citizen of the United States? Yes ___ No ___
If alien, Registration Number:
If naturalized, Certificate Number: _____ Date: _____

2. FAMILY INFORMATION

A. Current Marriage	Date of Marriage	City, State
Single___ Married___ Separated___ Divorced___		
Spouse's Full Name (Maiden)		
Date of Birth Place of Birth		
Residence Address		
Residence Telephone #		Business Telephone #
Spouse's Employer		Occupation
Address of Employer		

B. Children and Dependents				
List all children including step-children and adopted children and give the following information:				
LAST NAME, FIRST, MIDDLE	DATE OF BIRTH	ADDRESS	TELEPHONE #	OCCUPATION

3. MILITARY INFORMATION	
Have you ever served in any armed forces? Yes ___ No ___	
Branch	Date of Entry--Active Service
Date of Separation	Type of Discharge
Rating at Separation	Serial Number
While in the military service, were you ever arrested for an offense which resulted in summary action, a trial, or special or general court martial? Yes ___ No ___ If yes, furnish details on page 9.	

4. ARRESTS AND LITIGATION(S)
A. Have you ever been arrested, charged, or indicted, or summoned to answer for any criminal offense or violation for any reason whatsoever (except MINOR traffic citations) for which you were subsequently convicted? Yes ___ No ___
B. Have you ever engaged in any act involving dishonesty charged or chargeable as a criminal offense relating to the acquisition of ownership or the operation of a bingo HALL, or been convicted of an offense involving dishonesty? Yes ___ No ___
C. Have you ever engaged in bookmaking or other illegal gambling activities or been convicted of an offense involving such activities? Yes ___ No ___

If you answer to 4.A, B, or C was yes, give details in space provided below. List all cases without exception.				
DATE OF ARREST	ARRESTING AGENCY	AGE AT TIME	CHARGE	DISPOSITION

D. Has a criminal indictment, information, or complaint ever been returned against you, but for which you were not arrested or in which you were named as an unindicted co-party? Yes ___ No ___
E. Have you ever been subpoenaed to appear or testify before a federal, state, or City grand jury, board, or commission? Yes ___ No ___
F. Have you ever received a pardon for any criminal offense? Yes ___ No ___ If yes, when? _____ City, State
If your answer to any of the above questions (A through F) is yes, furnish details on page 9.

G. Has any member of your immediate family (children or spouse) ever been convicted of a felony?
 Yes ___ No ___ If yes, complete the following:

Name	Relationship	Charge	Location	Date

H. Have you, as an individual, member of a partnership, or owner, director, or officer of a corporation, ever been a party to a lawsuit as either a plaintiff or defendant? Yes ___ No ___ (other than divorces). If yes, give details below. List all cases without exception and furnish a description of each case on page 9:

Plaintiff/Defendant	Case Number	City, State	Disposition

5. RESIDENCES
 List all residences you have had for the last 15 years:

Month and Year (From - To)	Street and Number	City	State
-			
-			
-			
-			
-			
-			

6. EMPLOYMENT
 Beginning with your current employment, list your work history, all businesses with which you have been involved, and all periods of unemployment for the past 15 years. Also, list all corporations, partnerships, or any other business ventures with which you have been associated for the past 15 years.

Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___

7. CHARACTER REFERENCES
 List five character references who have known you five years or more. Do not include relatives, present employer, or employees.

Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		

8. Do you have a safe deposit box or other such depository solely in your name? Yes ___ No ___.
If yes, complete the following:

Box Number or Type of Depository	Location	City and State

9. Have you ever applied for or held a privileged or professional license or certificate in any state?
Yes ___ No ___. If yes, state type of license; where held; if denied, the reason denied; if awarded, the years held.

Have any disciplinary actions ever been taken against the license/certificate? Yes ___ No ___. If yes, give details such as the nature and dates of all actions and specific action(s) taken.

10. Have you ever held a financial interest in a gambling venture, including a race track, dog track, race horse or dog, lottery, casino, bookmaking operation? Yes ___ No ___. If yes, state type of venture, when and where, and give names and locations of the businesses in which you were involved and the names and addresses of all partners:

11. Have you ever been called to appear before a licensing agency or similar authority for any reason whatsoever?
Yes ___ No ___. If yes, submit details on page 9.

12. Have you ever been refused a bingo hall license or been a participant in any group which has been denied a bingo hall license in any state? Yes ___ No ___. If yes, state where, when, and for what reason:

13 . Have you ever been granted a license or been a participant in any group which has been issued a bingo hall license?
 Yes ___ No ____ . If yes, state type of license, name of establishment, location, and period held:

14 .Do you have any immediate family member (i.e., children or spouse) associated with or employed in the bingo industry? Yes ___ No ____ . If yes, state name, relationship, and association or employment, and name and address of the business where employed:

PART III - FINANCIAL HISTORY RECORD

1 .Do you anticipate at this time active participation in the management and operation of the bingo establishment?
 Yes ___ No ____ .

2. Amount invested or to be invested in the business \$ _____ .
 Percentage of ownership this will represent _____ %.
 Please identify specific source of funds used for your investment in the bingo establishment:

3. Has your interest in this bingo establishment been assigned, pledged, or hypothecated to any person, firm, or corporation, or has any agreement been entered into whereby your interest is to be assigned, pledged, or sold either in part or in whole?
 Yes ___ No ____ . If yes, furnish details on page 9.

4. Have you ever filed for bankruptcy? Yes ___ No ____ . If yes, furnish details on page 9 listing the Federal District Court where the bankruptcy was filed, case number, date on which bankruptcy was filed, and describe the situation which led up to the filing.
 Have you been associated as an officer, director, or partner or sole proprietor with any business entity that has filed for protection under the Federal bankruptcy laws? Yes ___ No ____ . If yes, furnish particulars on page 9 listing the Federal District Court where the bankruptcy was filed, case number, date on which bankruptcy was filed, and describe the situation which led up to the filing.

5. Last Federal Income Tax Return was filed _____, 19_____, for year 19_____ at
 (City) _____ (State) _____

6. Do you control, manage, or hold in trust any assets or liabilities for another person or entity?
 Yes ___ No ____ . If yes, furnish particulars on page 9.

7. Indicate the annual income that you anticipate receiving from your establishment/investment in the bingo establishment. \$ _____ .
 List all other sources of current income and annual amounts:
 _____ Annual Amount \$
 _____ Annual Amount \$
 _____ Annual Amount \$
 As of _____, 19_____ .

8. STATEMENT OF ASSETS
(Describe Fully - Including assets held outside the
State of California or outside the United States)

CURRENT ASSETS	
Cash on Hand (Current Amount) \$	

BANK/SAVINGS & LOAN ACCOUNTS	
Name of Financial Institution and Branch:	
Current Amount in Checking: \$	Current Amount in Savings: \$
Name of Financial Institution and Branch:	
Current Amount in Checking: \$	Current Amount in Savings: \$

NOTES RECEIVABLE	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$

INVESTMENTS - Stocks, Bonds, Partnerships, Business Investments (list the stock by name - number of shares; bonds maturity dates; type of partnerships-limited/general, etc.)	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

FIXED ASSETS - Real Estate (Give location and address of each parcel and assessor's number or parcel number)	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

OTHER ASSETS - Automobiles, Personal Property, etc.	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$

TOTAL ASSETS	\$	\$
---------------------	-----------	-----------

9. STATEMENT OF LIABILITIES

(If additional space is required, attach supporting schedules)

ACCOUNTS PAYABLE			
Credit Cards, Revolving Accounts, etc.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Taxes Owed/Outstanding	\$	\$	\$

NOTES PAYABLE			
List each lender separately, how secured, and monthly payments due thereon.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

MORTGAGES PAYABLE			
List each mortgage or note secured by deed of trust separately, how secured, and monthly payments due thereon.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

OTHER LIABILITIES			
Please describe fully.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

TOTAL LIABILITIES	\$	\$	\$
--------------------------	----	----	----

<p>10. Did you list all of your assets and liabilities on the preceding schedules? Yes _____ No _____</p>

STATE OF

CITY OF

I, _____, I have read the foregoing application and know the contents thereof. The statements contained herein are true and correct and contain a full and true account of information requested. This statement is executed with the understanding that misrepresentation or failure to reveal information requested may be deemed sufficient cause for refusal to issue a bingo hall license by the City of Vacaville. Further, I am aware that later discovery of an omission or misrepresentation made in the information provided may be grounds for the revocation of a bingo hall license and/or the imposition of penalties specified in the Vacaville Municipal Code.

I declare under penalty of perjury that
the foregoing is true and correct.

Signature of Applicant

Executed this _____ day

of _____, 19____, at _____, _____.

(City)

(State)

AFFIDAVIT OF FULL DISCLOSURE

STATE OF

CITY OF

_____, being duly sworn, deposes and says,

That, except as reflected on an application filed with the City of Vacaville, I am or will be the sole beneficial owner of any direct or indirect interest in or to the bingo hall operation or any portion thereof for which I have made application to the City of Vacaville, to be licensed;

That, except as may have been reported in writing to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to hold as agent, nominee, or otherwise any direct or indirect interest whatsoever in or to the bingo hall operation or any portion thereof for which I seek licensing by the City of Vacaville;

That, except as may have been reported in writing to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to transfer at any future time any interest whatsoever in or to the licensing by the City of Vacaville;

That, except as may have been reported to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to pay any sums of money or give anything of value as, including but without limitation, a finder's fee or commission to any person related to the acquisition of any direct or indirect interest whatsoever in or to the bingo hall operation or any portion thereof for which I seek licensing by the City of Vacaville;

That, any funds used or to be used, and any liabilities incurred or to be incurred by me in the acquisition of any direct or indirect interest in or to bingo hall operation or any portion thereof for which I seek licensing by the City of Vacaville were not provided to me nor made available to me through the efforts of anyone not disclosed to the City of Vacaville;

That, except as reported in writing to the City of Vacaville, no other person has provided collateral for or guaranteed payment of any loans made to me related to the application for licensing by the City of Vacaville.

I swear under penalty of perjury that
the foregoing is true and correct.

Signature of Applicant

Name and Location of bingo establishment

Subscribed and Sworn to before me this _____ day
of _____, 19_____.

Notary Public - Name

(SEAL)

AUTHORIZATION TO RELEASE INFORMATION
(Bingo Hall License)

As an applicant for a bingo hall license in the City of Vacaville, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information you may have concerning me including, but not limited to, information of a confidential or privileged nature, or any data or materials which have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding involving disciplinary or criminal matters.

I understand I will not receive and am not entitled to know the contents of confidential reports received and I further understand these reports are privileged.

I hereby release, discharge, and exonerate the agencies, their agents and representatives, and any person furnishing information, from any and all liability of every nature and kind arising out of the furnishing and inspection of such documents, records and other information, and this release shall be binding on my legal representatives, heirs and assigns.

This release will expire 120 days after the date signed. A photo copy of this release is to be considered as valid as an original.

Signed: _____

Date: _____

Witness:

Date

BINGO HALL MANAGERS

1. Definition. A bingo hall manager is defined as the person who is responsible for the day-to-day operations of the hall, whose responsibilities may include, but not be limited to, the following:
 - a. Assuring that all laws and ordinances that apply to the operation of bingo are complied with;
 - b. That security is in place as required;
 - c. That the organization conducting the bingo game is authorized and properly licensed to conduct bingo games; and
 - d. Keep and maintain accurate records of the income received and expenses disbursed in connection with the licensee's operation of the bingo hall.
2. Bingo Manager's Permit. The bingo hall licensee shall ensure that any person who performs the duties of a bingo hall manager possesses a valid manager's permit. The permit shall be issued by the Chief of Police after completion of a background investigation, provided the findings required by Chapter 5.25 of the Vacaville Municipal Code can be made.
3. Participation in Bingo Games. Licensees and managers may provide instruction or training to the organization conducting the bingo game, provided such instruction or training is provided to the organization at no charge; however, licensees and managers shall not operate or staff a bingo game nor shall they participate in the promotion, supervision, or any other phase of such game.

APPLICATION FOR BINGO HALL MANAGER'S PERMIT

(Use black ink or type.)

PART I - GENERAL APPLICATION INFORMATION

1. Name of Applicant	Last	First	Middle
-----------------------------	------	-------	--------

2. NAME AND ADDRESS OF HALL	
Name of HALL:	Telephone Number:
Address of HALL:	
- If owner or investor, the amount invested: \$	
- Date applicant became affiliated with HALL:	
- Name of previous owner of HALL:	
- Previous name of HALL (if different from above):	

PART II - PERSONAL HISTORY RECORD

1. PERSONAL INFORMATION

Last	First	Middle
Alias(es) (Nicknames, Maiden Name, Other Name Change, Legal or Otherwise; Why Used, When, and Where)		
Residence Address--Street or RFD	City	State/Zip
		Since Date
Mailing Address (if different from above)		
Business Name and Address	City	State/Zip
		Since Date
Occupation		Residence Telephone # Business Telephone #
Date of Birth	Age	Sex
Place of Birth (City, State)		
Social Security Number	Driver's License #	State Issued Expire. Date
Color of Eyes	Color of Hair	Complexion
		Weight Height
Scars, tattoos, or distinguishing marks and/or characteristics		

**ATTACH COLOR PHOTOGRAPH OF
YOURSELF TAKEN WITHIN THE LAST
30 DAYS**

Are you a citizen of the United States? Yes _____ No _____	
If alien, Registration Number: _____	
If naturalized, Certificate Number: _____	Date: _____

2. MILITARY INFORMATION	
Have you ever served in any armed forces? Yes _____ No _____	
Branch _____	Date of Entry--Active Service _____
Date of Separation _____	Type of Discharge _____
Rating at Separation _____	Serial Number _____
While in the military service, were you ever arrested for an offense which resulted in summary action, a trial, or special or general court martial? Yes _____ No _____ If yes, furnish details on page 9.	

3. ARRESTS AND LITIGATION(S)	
A. Have you ever been arrested, charged, or indicted, or summoned to answer for any criminal offense or violation for any reason whatsoever (except MINOR traffic citations) for which you were subsequently convicted? Yes _____ No _____	
B. Have you ever engaged in any act involving dishonesty charged or chargeable as a criminal offense relating to the acquisition of ownership or the operation of a bingo HALL, or been convicted of an offense involving dishonesty? Yes _____ No _____	
C. Have you ever engaged in bookmaking or other illegal gambling activities or been convicted of an offense involving such activities? Yes _____ No _____	

If you answer to 4.A, B, or C was yes, give details in space provided below. List all cases without exception.

DATE OF ARREST	ARRESTING AGENCY	AGE AT TIME	CHARGE	DISPOSITION

D. Has a criminal indictment, information, or complaint ever been returned against you, but for which you were not arrested or in which you were named as an unindicted co-party? Yes _____ No _____

E. Have you ever been subpoenaed to appear or testify before a federal, state, or City grand jury, board, or commission? Yes _____ No _____

F. Have you ever received a pardon for any criminal offense? Yes _____ No _____
If yes, when? _____ City, State

If your answer to any of the above questions (A through F) is yes, furnish details under "Additional Information."

G. Has any member of your immediate family (children or spouse) ever been convicted of a felony? Yes _____ No _____ If yes, complete the following:

Name	Relationship	Charge	Location	Date

H. Have you, as an individual, member of a partnership, or owner, director, or officer of a corporation, ever been a party to a lawsuit as either a plaintiff or defendant? Yes _____ No _____ (other than divorces). If yes, give details below. List all cases without exception and furnish a description of each case on page 9:

Plaintiff/Defendant	Case Number	City, State	Disposition

5. RESIDENCES

List all residences you have had for the last 15 years:

Month and Year (From - To)	Street and Number	City	State
-			
-			
-			
-			
-			
-			
-			
-			

6. EMPLOYMENT

Beginning with your current employment, list your work history, all businesses with which you have been involved, and all periods of unemployment for the past 15 years. Also, list all corporations, partnerships, or any other business ventures with which you have been associated for the past 15 years.

Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes___ No___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes___ No___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes___ No___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes___ No___

7. CHARACTER REFERENCES

List five character references who have known you five years or more. Do not include relatives, present employer, or employees.

Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		

8. Do you have a safe deposit box or other such depository solely in your name? Yes ___ No ___.

If yes, complete the following:

Box Number or Type of Depository	Location	City and State

9. Have you ever applied for or held a privileged or professional license or certificate in any state?

Yes ___ No ___. If yes, state type of license; where held; if denied, the reason denied; if awarded, the years held.

Have any disciplinary actions ever been taken against the license/certificate? Yes ___ No ___. If yes, give details such as the nature and dates of all actions and specific action(s) taken.

10. Have you ever held a financial interest in a gambling venture, including a race track, dog track, race horse or dog, lottery, casino, bookmaking operation? Yes ___ No ___. If yes, state type of venture, when and where, and give names and locations of the businesses in which you were involved and the names and addresses of all partners:

11. Have you ever been called to appear before a licensing agency or similar authority for any reason whatsoever?

Yes ___ No ___. If yes, submit details on page 9.

--

12. Have you ever been refused a bingo hall license or manager's permit or been a participant in any group which has been denied a bingo hall license or manager's permit in any state? Yes ___ No ___. If yes, state where, when, and for what reason:

13. Have you ever been granted a bingo hall license or manager's permit or been a participant in any group which has been issued a bingo hall license or manager's permit?

Yes ___ No ___. If yes, state type of license, name of establishment, location, and period held:

14. Do you have any immediate family member (i.e., children or spouse) associated with or employed in the bingo industry? Yes ___ No ___. If yes, state name, relationship, and association or employment, and name and address of the business where employed:

ADDITIONAL INFORMATION

STATE OF

CITY OF

I, _____, I have read the foregoing application and know the contents thereof. The statements contained herein are true and correct and contain a full and true account of information requested. This statement is executed with the understanding that misrepresentation or failure to reveal information requested may be deemed sufficient cause for refusal to issue a bingo hall manager's permit by the City of Vacaville. Further, I am aware that later discovery of an omission or misrepresentation made in the information provided may be grounds for the revocation of a bingo hall manager's permit and/or the imposition of penalties specified in the Vacaville Municipal Code.

I declare under penalty of perjury that
the foregoing is true and correct.

Signature of Applicant

Executed this _____ day

of _____, 19____, at _____, _____.

(City)

(State)

AUTHORIZATION TO RELEASE INFORMATION
(Bingo Hall Manager's Permit)

As an applicant for a bingo hall manager's permit in the City of Vacaville, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information you may have concerning me including, but not limited to, information of a confidential or privileged nature, or any data or materials which have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding involving disciplinary or criminal matters.

I understand I will not receive and am not entitled to know the contents of confidential reports received and I further understand these reports are privileged.

I hereby release, discharge, and exonerate the agencies, their agents and representatives, and any person furnishing information, from any and all liability of every nature and kind arising out of the furnishing and inspection of such documents, records and other information, and this release shall be binding on my legal representatives, heirs and assigns.

This release will expire 120 days after the date signed. A photo copy of this release is to be considered as valid as an original.

Signed: _____

Date: _____

Witness:

Date

SECTION 3

BINGO SUPPLIERS

BINGO SUPPLIER LICENSEES

A. Definition of a Bingo Supplier

“Bingo Supplier” means a person or entity that sells, rents, leases or otherwise provides bingo supplies for use in the conduct of a bingo game.

B. Bingo Supplier Licensee Regulations

1. No licensee shall receive a percentage of the proceeds of a bingo game.
2. No licensee shall absorb losses arising from the conduct of bingo.
3. No licensee shall advance loans to or receive loans from persons or entities conducting a bingo game.
4. No licensee shall receive a salary or wage from the proceeds of a bingo game.

C. Bingo Supplier License Requirements

No person shall engage in the business of providing bingo supplies within the City limits without first having obtained from the City a bingo supply license and City business license.

D. License Application

1. The bingo supplier will first apply for a bingo supplier license through the office of the Chief of Police.
2. The bingo supplier will then apply for a City business license.
3. A background investigation of the bingo supplier applicant will be conducted by the Vacaville Police Department as directed by the Chief of Police.
4. After completion of the background investigation, the Chief of Police may approve an application for a bingo supplier license, subject to conditions specified by the Chief of Police.
5. The “Application for Bingo Supplier License” is set forth on the pages that follow.

APPLICATION FOR BINGO SUPPLIER LICENSE

(Use black ink or type.)

PART I - GENERAL APPLICATION INFORMATION

1. Name of Applicant	Last	First	Middle
-----------------------------	------	-------	--------

2. Check if Applicant is:	Owner	Investor	Trustee	Manager
----------------------------------	-------	----------	---------	---------

3. OWNERS/INVESTORS/PARTNERS	
If Applicant is not the sole owner or holder of financial interest in the company, provide the following for each owner/investor or partner.	
Name:	Telephone Number:
Address:	
Title or nature of interest:	
Amount invested or to be invested: \$	% of ownership
Name:	Telephone Number:
Address:	
Title or nature of interest:	
Amount invested or to be invested: \$	% of ownership

PART II - PERSONAL HISTORY RECORD

1. PERSONAL INFORMATION

Last	First	Middle
Alias(es) (Nicknames, Maiden Name, Other Name Change, Legal or Otherwise; Why Used, When, and Where)		
Residence Address--Street or RFD	City	State/Zip
		Since Date
Mailing Address (if different from above)		
Business Name and Address	City	State/Zip
		Since Date
Occupation	Residence Telephone # Business Telephone #	
Date of Birth	Age	Sex
		Place of Birth (City, State)
Social Security Number	Driver's License #	State Issued Expire. Date
Color of Eyes	Color of Hair	Complexion
		Weight Height
Scars, tattoos, or distinguishing marks and/or characteristics		

**ATTACH COLOR PHOTOGRAPH OF
YOURSELF TAKEN WITHIN THE LAST
30 DAYS HERE**

Are you a citizen of the United States? Yes _____ No _____	
If alien, Registration Number:	
If naturalized, Certificate Number:	Date:

2. FAMILY INFORMATION

Current Marriage	Date of Marriage	City, State
Single _____ Married _____ Separated _____ Divorced _____		
Spouse's Full Name (Maiden)		
Date of Birth Place of Birth		
Residence Address		
Residence Telephone #		Business Telephone #
Spouse's Employer		Occupation
Address of Employer		

3. MILITARY INFORMATION	
Have you ever served in any armed forces? Yes _____ No _____	
Branch	Date of Entry--Active Service
Date of Separation	Type of Discharge
Rating at Separation	Serial Number
While in the military service, were you ever arrested for an offense which resulted in summary action, a trial, or special or general court martial? Yes _____ No _____ If yes, furnish details on page 9.	

4. ARRESTS AND LITIGATION(S)	
A. Have you ever been arrested, charged, or indicted, or summoned to answer for any criminal offense or violation for any reason whatsoever (except MINOR traffic citations) for which you were subsequently convicted? Yes _____ No _____	
B. Have you ever engaged in any act involving dishonesty charged or chargeable as a criminal offense relating to the acquisition of ownership or the operation of a bingo HALL, or been convicted of an offense involving dishonesty? Yes _____ No _____	
C. Have you ever engaged in bookmaking or other illegal gambling activities or been convicted of an offense involving such activities? Yes _____ No _____	

If you answer to 4.A, B, or C was yes, give details in space provided below. List all cases without exception.				
DATE OF ARREST	ARRESTING AGENCY	AGE AT TIME	CHARGE	DISPOSITION

D. Has a criminal indictment, information, or complaint ever been returned against you, but for which you were not arrested or in which you were named as an unindicted co-party? Yes _____ No _____
E. Have you ever been subpoenaed to appear or testify before a federal, state, or City grand jury, board, or commission? Yes _____ No _____
F. Have you ever received a pardon for any criminal offense? Yes _____ No _____ If yes, when? _____ City, State
If your answer to any of the above questions (A through F) is yes, furnish details on page 9.

G. Has any member of your immediate family (children or spouse) ever been convicted of a felony? Yes ___ No ___ If yes, complete the following:				
Name	Relationship	Charge	Location	Date

H. Have you, as an individual, member of a partnership, or owner, director, or officer of a corporation, ever been a party to a lawsuit as either a plaintiff or defendant? Yes ___ No ___ (other than divorces). If yes, give details below. List all cases without exception and furnish a description of each case on page 9:			
Plaintiff/Defendant	Case Number	City, State	Disposition

5. RESIDENCES List all residences you have had for the last 15 years:			
Month and Year (From - To)	Street and Number	City	State
-			
-			
-			
-			
-			
-			
-			

6. EMPLOYMENT Beginning with your current employment, list your work history, all businesses with which you have been involved, and all periods of unemployment for the past 15 years. Also, list all corporations, partnerships, or any other business ventures with which you have been associated for the past 15 years.			
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___
Month and Year (From-To)	Name/Mailing Address of Employer/Business	Telephone Number	Reason for Leaving
Title	Description of Duties	Name of Supervisor	Bingo Present? Yes ___ No ___

7. CHARACTER REFERENCES

List five character references who have known you five years or more. Do not include relatives, present employer, or employees.

Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		
Name and Occupation	Street, City, State, Zip	Telephone Number	Years Known
Name	Home Address		
Occupation	Business Address		

8. Have you ever applied for or held a privileged or professional license or certificate in any state?
 Yes ___ No ___. If yes, state type of license; where held; if denied, the reason denied; if awarded, the years held.

Have any disciplinary actions ever been taken against the license/certificate? Yes ___ No ___. If yes, give details such as the nature and dates of all actions and specific action(s) taken.

9. Have you ever held a financial interest in a gambling venture, including a race track, dog track, race horse or dog, lottery, casino, bookmaking operation? Yes ___ No ___. If yes, state type of venture, when and where, and give names and locations of the businesses in which you were involved and the names and addresses of all partners:

10. Have you ever been called to appear before a licensing agency or similar authority for any reason whatsoever?
 Yes ___ No ___. If yes, submit details on page 9.

11. Do you have any immediate family member (i.e., children or spouse) associated with or employed in the bingo industry? Yes ___ No ___. If yes, state name, relationship, and association or employment, and name and address of the business where employed:

PART III - FINANCIAL HISTORY RECORD

1. Do you anticipate at this time active participation in the management and operation of the bingo supply company? Yes ___ No ___.

2. Amount invested or to be invested in the business \$ _____.

Percentage of ownership this will represent _____ %.

Please identify specific source of funds used for your investment in the bingo supply company:

3. Has your interest in this bingo supply company been assigned, pledged, or hypothecated to any person, firm, or corporation, or has any agreement been entered into whereby your interest is to be assigned, pledged, or sold either in part or in whole? Yes ___ No ___. If yes, furnish details on page 9.

4. Have you ever filed for bankruptcy? Yes ___ No ___. If yes, furnish details on page 9 listing the Federal District Court where the bankruptcy was filed, case number, date on which bankruptcy was filed, and describe the situation which led up to the filing.

Have you been associated as an officer, director, or partner or sole proprietor with any business entity that has filed for protection under the Federal bankruptcy laws? Yes ___ No ___. If yes, furnish particulars on page 9 listing the Federal District Court where the bankruptcy was filed, case number, date on which bankruptcy was filed, and describe the situation which led up to the filing.

5. Last Federal Income Tax Return was filed _____, 19 _____, for year 19 _____ at (City) _____ (State) _____.

6. Do you control, manage, or hold in trust any assets or liabilities for another person or entity? Yes ___ No ___. If yes, furnish particulars on page 9.

7. Indicate the annual income that you anticipate receiving from the sale of bingo supplies within the City of Vacaville.

List all other sources of current income and annual amounts:

_____ Annual Amount \$

_____ Annual Amount \$

_____ Annual Amount \$

As of _____, 19 _____.

8. STATEMENT OF ASSETS
(Describe Fully - Including assets held outside the
State of California or outside the United States)

CURRENT ASSETS
Cash on Hand (Current Amount) \$

BANK/SAVINGS & LOAN ACCOUNTS
Name of Financial Institution and Branch:
Current Amount in Checking: \$ Current Amount in Savings: \$
Name of Financial Institution and Branch:
Current Amount in Checking: \$ Current Amount in Savings: \$

NOTES RECEIVABLE	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$

INVESTMENTS - Stocks, Bonds, Partnerships, Business Investments (list the stock by name - number of shares; bonds maturity dates; type of partnerships-limited/general, etc.)	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

FIXED ASSETS - Real Estate (Give location and address of each parcel and assessor's number or parcel number)	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

OTHER ASSETS - Automobiles, Personal Property, etc.	Initial Cost	Current Market Value
	\$	\$
	\$	\$
	\$	\$

TOTAL ASSETS	\$	\$
---------------------	-----------	-----------

9. STATEMENT OF LIABILITIES

(If additional space is required, attach supporting schedules)

ACCOUNTS PAYABLE			
Credit Cards, Revolving Accounts, etc.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Taxes Owed/Outstanding	\$	\$	\$

NOTES PAYABLE			
List each lender separately, how secured, and monthly payments due thereon.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

MORTGAGES PAYABLE			
List each mortgage or note secured by deed of trust separately, how secured, and monthly payments due thereon.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

OTHER LIABILITIES			
Please describe fully.	Original Amount	Present Balance	Monthly Payment
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

TOTAL LIABILITIES	\$	\$	\$
--------------------------	----	----	----

10. Did you list all of your assets and liabilities on the preceding schedules? Yes _____ No _____
--

STATE OF

CITY OF

I, _____, I have read the foregoing application and know the contents thereof. The statements contained herein are true and correct and contain a full and true account of information requested. This statement is executed with the understanding that misrepresentation or failure to reveal information requested may be deemed sufficient cause for refusal to issue a bingo supplier license by the City of Vacaville. Further, I am aware that later discovery of an omission or misrepresentation made in the information provided may be grounds for the revocation of a bingo supplier license and/or the imposition of penalties specified in the Vacaville Municipal Code.

I declare under penalty of perjury that
the foregoing is true and correct.

Signature of Applicant

Executed this _____ day

of _____, 19____, at _____, _____.

(City)

(State)

AFFIDAVIT OF FULL DISCLOSURE

STATE OF

CITY OF

_____, being duly sworn, deposes and says,

That, except as reflected on an application filed with the City of Vacaville, I am or will be the sole beneficial owner of any direct or indirect interest in or to the bingo supply company or any portion thereof for which I have made application to the City of Vacaville, to be licensed;

That, except as may have been reported in writing to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to hold as agent, nominee, or otherwise any direct or indirect interest whatsoever in or to the bingo supply company or any portion thereof for which I seek licensing by the City of Vacaville;

That, except as may have been reported in writing to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to transfer at any future time any interest whatsoever in or to the licensing by the City of Vacaville;

That, except as may have been reported to the City of Vacaville, I have no agreements or understandings with any other person and no present intent to pay any sums of money or give anything of value as, including but without limitation, a finder's fee or commission to any person related to the acquisition of any direct or indirect interest whatsoever in or to the bingo supply company or any portion thereof for which I seek licensing by the City of Vacaville;

That, any funds used or to be used, and any liabilities incurred or to be incurred by me in the acquisition of any direct or indirect interest in or to the bingo supply company or any portion thereof for which I seek licensing by the City of Vacaville were not provided to me nor made available to me through the efforts of anyone not disclosed to the City of Vacaville;

That, except as reported in writing to the City of Vacaville, no other person has provided collateral for or guaranteed payment of any loans made to me related to the application for licensing by the City of Vacaville.

I swear under penalty of perjury that
the foregoing is true and correct.

Signature of Applicant

Name and Location of bingo supply company

Subscribed and Sworn to before me this _____ day
of _____, 19_____.

Notary Public - Name

(SEAL)

SECTION 4

BACKGROUND INVESTIGATIONS OF BINGO HALL AND BINGO SUPPLIER APPLICANTS

BACKGROUND INSTRUCTIONS

Any individual who has any financial or management interest in a bingo hall or bingo supply company must submit a completed background questionnaire. The principal purpose for requesting personal and financial history information is to determine suitability of issuance of a license to the applicant.

A financial or management interest means a monetary or financial investment in a bingo hall or bingo supply business.

An indirect financial interest means owning one percent or more of any business or corporation that in turn owns all or any part of a bingo hall or bingo supply business.

A bingo hall manager is anyone who represents the interest of the owner in the operation of a bingo hall establishment, whose duties may include, but may not be limited to: (1) the making or changing of policy; (2) approving credit; (3) hiring or firing employees; (4) generally exercising independent judgment in the operation of the business. Such person need not have a financial interest in the business.

Do not misstate or omit any material fact(s), as each statement herein is subject to verification. Applicants must initial each page, as provided in the lower right hand corner. By placing his/her initials on each page, the applicant is attesting to the accuracy and completeness of the information contained on that page.

All applicants are advised that the application form is an official document and that any misrepresentation or failure to disclose information requested may be cause for the denial or revocation of a license or permit.

With the exception of the social security number, it is mandatory to furnish all the appropriate information requested by the application form. The applicant's social security number is optional. Failure to supply information requested in the background questionnaire will be grounds for denial of a license or permit application.

Hand print or type your answer to each question. If a question does not apply to you, so state with N/A. If additional space is needed, continue on the last page or use a separate sheet and precede each answer with the appropriate title.

The following documents must accompany each application:

- Two completed 10-print applicant fingerprint cards that are provided with the application materials. (The fingerprint cards must be completed by a law enforcement agency and signed by the applicant).
- Affidavit of Full Disclosure form signed by the applicant and notarized.
- Authorization to Release Information signed by the applicant and witnessed.
- Personal check, certified check, or money order payable to the City of Vacaville in the amount of \$200 for each person investigated. If the cost of conducting the background investigation exceeds \$200, the applicant will be required to reimburse the City for the additional costs above \$200. If the cost is less, the balance shall be returned to the applicant.
- Copy of City business license (which may be obtained from the City's Finance Department).

SECTION 5

CHAPTER 5.24 OF THE VACAVILLE MUNICIPAL CODE

CHAPTER 5.25 OF THE VACAVILLE MUNICIPAL CODE

CHAPTER 5.26 OF THE VACAVILLE MUNICIPAL CODE

CALIFORNIA PENAL CODE SECTION 326.5