



# CITY OF MORGAN HILL POLICE DEPARTMENT

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16200 Vineyard Boulevard – Morgan Hill, California 95037

408-776-7315

## BINGO GAMING PERMIT AND LICENSE APPLICATION

Chapter 5.12 of the City of Morgan Hill Municipal Code lists the requirements to be met by nonprofit charitable organizations who conduct bingo games in Morgan Hill. Written application for a permit required by this Article shall be made by affidavit, under penalty of perjury, and filed with the Chief of Police. Such application shall contain:

Date of Application: \_\_\_\_\_

**A. Name of Organization; Names, Addresses and Signatures of ALL Officers of the Organization:**

**ORGANIZATION INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

State of California Nonprofit Corporation Date: \_\_\_\_\_

**PRESIDENT/CHAIRPERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**VICE PRESIDENT/CHAIRPERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TREASURER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECRETARY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**List ALL Other Officers in Your Organization and Their Information:**\_\_\_\_\_  
**OFFICER TITLE** \_\_\_\_\_ :

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_  
**OFFICER TITLE** \_\_\_\_\_ :

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_  
**OFFICER TITLE** \_\_\_\_\_ :

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**B. Days and Hours of Operation of Bingo Games:**

Day: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Day: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

**C. Address of Premises Where Bingo Games Will Be Conducted:**

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**D. The Premises Listed Above is Used for The Purpose(s) of:**

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**E. List Each Individual, Corporation, Partnership or Other Legal Entity Who Have a Financial Interest in the Conduct of Your Bingo Games:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**F. List the Name, Birthdate and Address of Each Staff Member/Person Operating or Assisting in the Operation of Your Bingo Games:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**G. FINANCIAL REPORT:**

Total amount of money received from the operation of your bingo games during the past 2 Fiscal Years

\$ \_\_\_\_\_

Amount of money paid in prizes in the past 2 Fiscal Years

\$ \_\_\_\_\_

Associated costs to your organization for the operation of your bingo games in the past 2 Fiscal Years

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**H. The Following Documentation is Required for Your Application to be Processed:**

1. Copy of certificates of letters received from the Franchise Tax Board evidencing exempt status under the appropriate sections set forth in Section 5.12.030 of the City of Morgan Hill Municipal Code and of the California Revenue and Taxation Code.
2. Copy of statement of ownership, lease, or use of premises for operating bingo games.
3. Statement of ownership of bingo equipment used in the operation of your bingo games.
4. Statement of consent for the Chief of Police to investigate any bank accounts containing profits derived from your bingo games (if requested).
5. Copies of the last three (3) years of tax returns (if requested).

**I. Please Confirm the Following Information on Your Bingo Game Permit Application:**

1. Bingo Game Hours of Operation: Any bingo game cannot be more than six (6) hours out of any twenty-four (24) hour period. Bingo games shall not be conducted before 10:00 a.m. or after 12:00 a.m. (Section 5.12.220 MHMC)
2. Total Value of Prizes: Shall not exceed two hundred fifty dollars (\$250.00) in cash or kind, or both for each game held (Section 5.12.240 MHMC)

**J. Additional Information:**

1. Bingo Game Permits/Licenses are granted for one-year terms. (Section 5.12.120 MHMC)
2. The Bingo Game Permit/License fee is \$50.00 each year. (Section 5.12.100 MHMC)
3. Written permit renewal application and requested financials are due by the expiration date of the permit issued. (Section 5.12.120 & Section 5.12.130 MHMC)
4. Permit applications and supporting documentation should be emailed to Administrative Sergeant Chris Woodrow at [chris.woodrow@morganhill.ca.gov](mailto:chris.woodrow@morganhill.ca.gov). Permit Fee payments can be paid by requesting an online payment link or by mailing a check to the Morgan Hill Police Department, Attention: Administrative Sergeant Chris Woodrow.
5. Bingo Organizations must notify the Chief of Police/Police Department with any changes to staff operating or assisting in the operation of your bingo games OR any other changes to the information submitted on the permit application (Section 5.12.090 MHMC)