

2H. Consideration of approving applications for a special event permit and for a temporary charitable gambling permit for the Monticello Chamber of Commerce for their annual banquet on December 5, 2025

Prepared by: City Clerk	Meeting Date: 9/22/2025	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Parks, Arts, and Recreation Director	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve the applications for a special event permit for use of the Monticello Community Center (MCC) gym and for a temporary charitable gambling permit for a raffle to be conducted by the Monticello Chamber of Commerce for their annual banquet on December 5, 2025.

REFERENCE AND BACKGROUND

The Monticello Chamber submitted a special event permit application for use of the Monticello Community Center (MCC) gym for their annual banquet on December 5, 2025.

In 2025, the City instituted a special event permit requirement for gatherings at the MCC. The permit process ensures consistent coordination for large or unique events, supports staff in planning for safety, security, and facility impacts, and promotes equitable access and scheduling for all MCC users. In addition, the process establishes a clear record of event details, enhancing communication between organizers and City departments.

As part of the updated process, requests for waived facility rental fees are documented alongside approved permits. This practice establishes a clear record of the value of waived fees and enables staff and the City Council to more accurately assess the budgetary impact of special events at the MCC. When a rental fee is waived, the renter is responsible for completing a community service project or providing other in-kind support that benefits the City or the Parks, Arts & Recreation Department.

The applicant also submitted an application for a charitable gambling permit to hold a raffle for the event. To receive a permit from the State, the City must approve the application. In the past, the City has not opposed these exempt gambling license applications for charitable events.

- I. **Budget Impact:** Waiving the standard facility rental fees, \$110 per hour for gym use, along with one-time fees of \$150 for kitchen access and \$150 for energy, represents a measurable reduction in direct revenue. However, in lieu of these fees, the City will coordinate with the Monticello Chamber to identify a meaningful community service

project or in-kind contribution. This assistance may be provided either within the MCC or elsewhere in the community, ensuring that the value returned supports City operations, enhances public spaces, or benefits Parks, Arts & Recreation initiatives. This approach transforms foregone rental income into tangible community enrichment.

- II. **Staff Workload Impact:** Event coordination requires support from MCC staff for scheduling, setup, and communication with the Chamber. These impacts are considered manageable within current staffing levels.
- III. **Comprehensive Plan Impact:** The Monticello Chamber’s annual banquet at the Monticello Community Center directly supports the vision outlined in the City’s 2040 Comprehensive Plan by activating a key public facility as a space for civic engagement and community connection. The event fosters collaboration between the City and local organizations, reinforcing the plan’s emphasis on partnerships that enhance social capital and community pride. By waiving rental fees in exchange for in-kind contributions or service projects, the City promotes equitable access to public spaces while encouraging stewardship and reinvestment in shared amenities. This approach aligns with the plan’s goals for placemaking, inclusive programming, and the strategic use of community infrastructure to enrich the lives of Monticello residents.

STAFF RECOMMEDATION:

City staff recommend approval of both the special event permit for MCC gym use and the temporary charitable gambling permit for the raffle.

SUPPORTING DATA

- Applications



CITY OF MONTICELLO
 City Clerk
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 info@MonticelloMN.gov

**Special Event Permit
 Application Checklist**

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
Name of Event	
Location/Address of Event	
Dates & Times of Event	

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the City Clerk’s Office.

Application Submission Schedule

Application, required information, and payment must be submitted **no later than 30 working days** prior to desired approval date.

Application Information

Applicants shall note that in addition to a special event permits, any liquor license or permit, sign permits and building permits for tents may also be required and are not included within the special event permit application and approval.

Any requested use of City facilities, City staff resources, City equipment, and/or City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council. In addition, events which occur after 10 PM may requires review and approval by the City Council as related to noise ordinances. Please provide clear information in the application regarding these requests.

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	<p>A written narrative including:</p> <ol style="list-style-type: none"> 1. A description of the proposed special event, how it will function on the property, hours and dates of operation, and any other information necessary to fully describe the request; and 2. An explanation of how the proposed special event will meet each of the review criteria specified by code (on reverse), as well as any additional criteria that may apply for the specific use. 3. Any requested use of City facilities, City staff resources, City equipment and City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council 	
	<p>A site plan showing all information necessary to accurately depict how the proposed use will function on the site. Information required on the site plan shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. The location of all existing and proposed structures; 2. Driveways and parking areas; 3. Proposed storage spaces; 4. Natural features such as woodlands, wetlands, shorelines, etc; 5. Proposed number of parking spaces (if applicable). 	
	<p>If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan.</p>	
	<p>Any event proposing to erect a temporary tent structure is required to obtain a permit from the Monticello Department of Building and Safety and Code Enforcement.</p>	
	<p>Certificate of insurance/liability coverage.</p>	
	<p>Electronic copies of all written narratives and plan sets required above.</p>	
	<p>Application fee: \$50 \$25 – for non-profit/charitable organization</p>	<p>Request Waived Fee</p>

Special Event Review Process

- The City Clerk will review all applications.
- Applications determined to conform with the approval criteria outlined in Monticello Zoning Code Section 2.4(L)(4)(a) and listed below shall be approved by the Community Development Department with any conditions deemed necessary. A copy of the approved permit shall be provided to the applicant which includes all conditions and comments.
- Applications not conforming with the approval criteria outlined in Section 2.4(L)(4)(a) shall be denied by the Community Development Department.
- A notice of denial shall be provided to the applicant which includes all identified reasons for denial.

Special Event Temporary Use Permit Approval Criteria

Approval of a Special Event Permit shall only be granted once the City Clerk has determined the use shall:

- Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- Be compatible with the principal uses taking place on the site;
- Not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- Not include permanent alterations to the site;
- Not maintain temporary signs associated with the use or structure after the activity ends;
- Not violate the applicable conditions of approval that apply to a site or use on the site;
- Not interfere with the normal operations of any permanent use located on the property; and
- Contain sufficient land area to allow the temporary use, structure, or special event to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.
- Not create an unreasonable risk of significant:
 1. Damage to public or private property, beyond normal wear and tear;
 2. Injury to persons;
 3. Public or private disturbances or nuisances;
 4. Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
 5. Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public services demands; and
 6. Other adverse effects upon the public health, safety, or welfare.
- The special event shall not be of such a nature, size, or duration that the particular location requested cannot reasonably accommodate the event.
- The special event shall not conflict with another permitted special event at the same location in a manner that will negatively impact the public health, welfare, or safety.

Special Event Temporary Use Permit Conditions of Approval

- In approving the Special Event Permit, the City Clerk's Office is authorized to impose such conditions upon the issuance of the permit as may be necessary to reduce or minimize any potential adverse impacts upon other property in the area, as long as the condition relates to a situation created or aggravated by the proposed special event. The Community Development Department is authorized, where appropriate, to require:
 1. Provision of temporary parking facilities, including vehicular access and egress.
 2. Control of nuisance factors, such as but not limited to, the prevention of glare or direct illumination of adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gases, and heat.
 3. Regulation of temporary buildings, structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards.
 4. Provision of sanitary and medical facilities.
 5. Provision of solid waste collection and disposal.
 6. Provision of security and safety measures.
 7. Use of an alternative location or date for the proposed special event.
 8. Modification or elimination of certain proposed activities.
 9. Regulation of operating hours and days, including limitation of the duration of the special event to a shorter time period than that requested or specified in this subsection.
 10. Submission of a performance guarantee to ensure that any temporary facilities or structures used for such proposed special event will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition.

2H (4)

Duration of Permit

A temporary use permit for a special event authorized in accordance with this subsection shall be limited to a maximum duration of 14 days per site per calendar year, unless otherwise specifically authorized by the City Clerk.

Property Owner's Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.	
(Signature)	(Date)

Applicant's Statement	
This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.	
Debra Meyer (Signature)	9/15/2025 (Date)

CITY APPROVAL		
(City Clerk Signature)	(Date)	
(Community Development or Building Dept Signature)	(Date)	
Special Event Permit	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Approval is granted with the following conditions:

Internal review checklist (as applicable):				
Public Works Routing	Admin	Parks	Streets	Director
Law Enforcement Notification				
Building Department (Tents)				
Monticello Community Center Room/Park Reservations				

Post-Approval Routing/Requirements	
Applicant	
Public Works	
Law Enforcement Notification	
City Clerk	
Monticello Community Center Room/Park Reservations	
Liability Insurance Certificate Received	
Surrounding Property Owner Notification Complete	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Monticello Chamber of Commerce & Industry Previous Gambling Permit Number: X- 32174-24-018

Minnesota Tax ID Number, if any: 41-1504510 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 192, 118 W 6th St. Suite B

City: Monticello State: MN Zip: 55362 County: Wright

Name of Chief Executive Officer (CEO): Deb Meyer

CEO Daytime Phone: 763-295-2700 CEO Email: Deb@monticellocci.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Monticello Community Center

Physical Address (do not use P.O. box): 505 Walnut Street

Check one:

City: Monticello Zip: MN County: Wright

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 12/5/2025

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

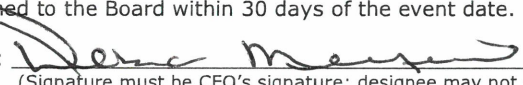
LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Deb Meyer

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

<p style="text-align: center;">How You May Spend Gambling Funds</p>	<p style="text-align: center;">How You May Not Spend Gambling Funds</p>
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

Business Record Details »

Minnesota Business Name

Monticello Chamber of Commerce and Industry

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

4854-NP

Home Jurisdiction

Minnesota

Filing Date

03/08/1948

Status

Active / In Good Standing

Renewal Due Date

12/31/2025

Registered Office Address

STE B
118 W 6TH ST
MONTICELLO, MN 55362-5004
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

Deb Meyer
STE B
118 W 6TH ST
MONTICELLO, MN 55362-5004
USA

Filing History

Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	03/08/1948	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/08/1948	Nonprofit Corporation (Domestic) Business Name (Business Name: The Monticello Chamber of Commerce, Incorporated)	
<input type="checkbox"/>	04/15/1991	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/16/1991	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/28/2000	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	07/20/2006	Nonprofit Corporation (Domestic) Business Name (Business Name: Monticello Chamber of Commerce and Industry)	
<input type="checkbox"/>	9/18/2024	Registered Office - Nonprofit Corporation (Domestic)	

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, "[Conduct of Raffles](#)"; and 4) the [phone number and email address](#) of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)