

Lawful Gambling Premises Permit

City Code Chapter 110.17



Fees:

_____ Initial Investigation Fee: \$250.00

_____ Renewal Investigation Fee: \$150.00

REQUEST CHECKLIST:

To prevent delay, please ensure the following information is submitted. Incomplete requests are not accepted and will be returned immediately.

All Premises Permits:

- Gambling Manager and Organization Information
- Investigation Fee
 - Checks should be made payable to the City of Hastings. Credit card and cash are also accepted. *All credit/debit card payments will be assessed a convenience fee.*
- Ordinance Review
- Tennessen Warning

Initial Premises Permits Only:

- Minnesota Department of Public Safety (AGED) Premises Permit Application (LG214) and Lease for Lawful Gambling Activity Form (LG215) for each location.
- Copies of the following:
 - Certificate of Non-Profit Status
 - Duplicate Copy of the application (LG200A and LG212) submitted to the Minnesota Gambling Control Board, along with all supporting documents.
 - Copy of the articles of incorporation and bylaws of the organization.
 - The names and addresses of all officers and directors of the organization and the gambling manager
 - A copy of the organization's written procedures and/or criteria for distribution of funds derived from lawful gambling
 - A copy of the Internal Revenue Service's tax-exempt letter

REQUEST PROCESS:

- Return the completed packet and the required fee to the Deputy City Clerk.
- Once all required documents and fees have been received, the request will be reviewed. Please allow 10 business days after all materials have been received for review.
- If additional information is required, the organization will be contacted by the Deputy City Clerk.
- Once initial review is complete, all gambling requests must be approved by the City Council.
- For initial premises permits, following City Council action, the organization must obtain the fully executed documents from the Deputy City Clerk to forward onto the Minnesota Gambling Control Board for final approval.

Gambling Manager Information

Name:
Address:
Phone Number:
Email Address:

Organization Information

Name of Organization:
Address of Organization:
Phone Number:
Has this organization been in continuous existence for at least three (3) or more consecutive years? _____ Yes _____ No
Does this organization currently conduct gambling in Hastings? _____ Yes _____ No If yes, please list other locations:
Has the organization been denied a permit or had a permit revoked in the last year? _____ Yes _____ No If yes, please explain:

Gambling Location (Establishment) Information

Name of Establishment:	
Address:	
Contact Person:	Phone Number:
Is there another organization currently conducting gambling at this site? _____ Yes _____ No If yes, please list other organization(s):	



Minnesota Government Data Practices Act **Tennessen Warning**

The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data until license approval when the data becomes Public: (Minn. Stat. § 13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearings and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers and license status.

The following data collected, created, or maintained is classified as Private: (Minn. Stat. §13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Minn. Stat. §13.41, Subd. 4.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, and/or contracted inspection officials as required by court order; this may include City officials who have a bona fide need to review it. The City of Hastings may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

_____ I have read and understand the above information regarding my rights as a subject of
(Initial) government data.

Ordinance Review

_____ I hereby acknowledge that I have read, understand, and agree to abide by the regulations
(Initial) set forth in the City's Ordinance associated with the license for which I am applying. Furthermore, I also understand that I must comply with the provisions of all applicable state laws.

Monthly Financial Statements

The gambling manager is required to file monthly financial statements of the organization with the Minnesota Gambling Control Board, including monthly financial statements, which shall be filed simultaneously with the Deputy City Clerk each month by the 20th of the following month. Pursuant to the authority granted by M.S. § 349.213, as it may be amended time to time, any organization conducting lawful gambling within the city must spend at least 50% of its expenditures for lawful purposes conducted or located within the city's trade area.

Monthly Documents:

- LG100A – Lawful Gambling Receipts and Expenses by Site
- LG100C – Lawful Purpose Expenditures
- LG100F – Lawful Gambling Fund Reconciliation
- LG100 – Monthly Lawful Gambling Activity Summary (Optional)

For additional assistance with completing the documents, please visit the Minnesota Gambling Control Board website for step-by-step instructions on GCB Monthly Reporting.

The data you furnish on this request will be used by the City of Hastings in the issuance of your license. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Hastings may be unable to process this request. Disclosure of your Minnesota Business Tax ID Number and Social Security Number is required by Minnesota Statutes 270C.72, and your Minnesota Tax ID Number and/or Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information contained in this request except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

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- I understand that copies of this organization's Minnesota Gambling Control Board files must be filed with the City of Hastings Deputy City Clerk each month by the 20th of the following month.
 - I understand that fifty percent (50%) of this organization's lawful purpose expenditures must be expended on lawful purposes conducted within the City of Hastings trade area.

Signature

Date

Submit Request and Fees to:

Deputy City Clerk
101 4th Street East
Hastings, MN 55033
CityClerk@hastingsmn.gov