

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 items are submitted. Incomplete requests are not accepted and will be returned immediately.

All Premises Permits:

- Lawful Gambling Premises Permit
- Investigation Fee
 - Checks should be made payable to the City of Hastings. Credit card and cash are also accepted. *All credit/debit card payment will be assessed a 3.7% convenience fee.*

Initial Premises Permits Only:

- Minnesota Gambling Control Board Forms
 - Premises Permit Application (LG214)
 - Lease for Lawful Gambling Activity Form (LG215), per 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:

- Submit the completed application packet along with the required fee to the Deputy City Clerk.
- Once all required documents and fees have been received, the request will be reviewed. Please allow up to 10 business days for review after all materials have been submitted.
- If additional details or documentation is needed, the organization will be contacted by the Deputy City Clerk.
- After the initial review is completed, all gambling requests must be submitted to the City Council for approval.
- For initial premises permits, following City Council approval, the organization must obtain the fully executed documents from the Deputy City Clerk and forward them to the Minnesota Gambling Control Board for final approval.

Gambling Manager Details

Name:
Address:
Phone Number:
Email Address:

Organization Details

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:

Local Gambling Location Details

Name of Location:	
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
Tennessee 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.

(Please Initial)

_____ I have read and understand the statements above regarding my rights as a subject of government data.

Ordinance Review

(Please Initial)

_____ I hereby acknowledge that I have read, understand, and agree to abide by the regulations 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.

Acknowledgment of Understanding

- 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.
- I understand that the City of Hastings trade area is defined as all areas within the City's corporate boundaries, as well as the boundaries of any cities and townships contiguous to the City at the time of the expenditure. The City of Hastings and the Townships of Denmark, Marshan, Nininger, and Ravenna constitute the Trade Area.

Signature

Date

Submit Request and Fees to:

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