



City Clerks Department
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Break Open Ticket License Requirements

1. The Break Open Ticket application form must be completed, signed and witnessed by two signing officers or executive of the organization.
2. All specifications of the application must be completed in full and all answers must be specific. General terms for charitable or religious objectives or purpose, such as “community betterment” or “service club charities” are not acceptable.
3. The licence fee is 3% of the total prize value. Cheques must be written from the organizations lottery trust account and made payable to The City of Thunder Bay.
4. The lottery licence must be posted at the event or seller site.
5. No funds may be transferred to an operating or general account.
6. Any organization selling from a third party location must supply a copy of the proof of registration from the Alcohol and Gaming Commission.
7. The following is required to accompany the completed final report due within 30 days of the expiry of the licence.
 - A copy of all deposit slips, include the licence number on deposit slips
 - A copy of all invoices/receipts for the administrative costs reported on the break open report
 - A copy of the bank statements for the period of the licence
 - A scanned copy of cheques and a copy of the invoices for items expensed from the trust account for the period of the licence
8. Where the licensee has completed the sale of tickets prior to the expiry date on the licence, then the licence shall be deemed to have expired and the financial report shall be due within 30 calendar days.
9. All expenses must be clearly stated and withdrawn by cheque.
10. All items as outlined within the Break Open Ticket Licence Terms and Conditions prepared by the Alcohol and Gaming Commission