

CITY OF FARMINGTON LICENSE PROCESS

Gambling Premise Permit

A Gambling Premise Permit is required to regulate gambling activities at businesses (i.e., pull tabs). Please review Title 3 Chapter 19 of the City Code for complete details. All permits are effective until the gambling activity ceases to exist. Following is the process to obtain a gambling premise permit:

1. Application forms and fees should be submitted to the City of Farmington at least four (4) weeks prior to a City Council meeting. Along with this application, the Applicant must complete and attach to this application the proper application from the Minnesota Gambling Control Board. Visit the [Gambling Control Board](#) for more information.
2. Fee of \$50 for the background investigation is due at time of application.
3. Approval is required by the City Council. Council meetings are held the first and third Mondays of every month. Submit application at least two weeks prior to a City Council meeting.
4. Upon City Council approval, the signed permit will be returned to the Applicant. Gambling activities are not permitted without a valid license.
5. Upon City Council approval, the Applicant will be notified that the approved permit and certified copy of the resolution are ready to pick up at City Hall. The Applicant is responsible for submitting the proper forms and any applicable fee(s) to the Minnesota Gambling Control Board for approval.

Gambling applications are due to the Gambling Control Board at least 30 days prior to an event.

If you have questions, please contact:

Shirley Buecksler, City Clerk
City of Farmington
430 Third Street
Farmington, MN 55024
Tel: 651-280-6803
E-mail: CityClerk@FarmingtonMN.gov



Application for Approval of State Gambling Premise Permit

An organization seeking a charitable gambling license or exemption from the State of Minnesota must have their applications approved by the City Council and signed by the City Clerk.

Applicant Information

Organization Name _____

Name of Leased Premises _____

Address of Leased Premises _____, Farmington, MN 55024

Organization Contact: Name _____ Title _____

Daytime Phone _____ Email _____

License Number _____; MN Sales & Use Tax ID _____; Federal Tax ID _____

Organization Background Information

Organization Mission and Purpose _____

Number of Years in Existence _____ Area and Population Served _____

Services Offered by Organization _____

Location and Date of Regular Organization Meetings _____

Location of Current Lawful Gambling Operations _____

Has the Organization Been Denied a License in Another Community? If yes, please explain:

Have any Previous Licenses Been Suspended or Revoked by Either a City or State? If yes, please explain: _____

Does the Minnesota Gambling Control Board have any Open, Pending, or Past Investigations Related to the Organization or any of its Members? If yes, please explain:

Chief Executive Officer Information

Name _____ Date of Birth _____

Home Address _____, _____, MN _____

Daytime Phone Number _____ Email _____

Treasurer Information

Name _____ Date of Birth _____

Home Address _____, _____, MN _____

Daytime Phone Number _____ Email _____

Gambling Manager Information

Name _____ Date of Birth _____

Home Address _____, _____, MN _____

Daytime Phone Number _____ Email _____

- Attach proof that the Gambling Manager is bonded and licensed, as required by Minnesota Statute.
- Each individual listed on the application must complete:
 - General Authorization and Release of Data;
 - Data Practices Act Notice; and
 - Provide photo identification.
 - These forms MUST be filled out by the individuals, not by a company representative.

Proposed Gambling Premises Location Information and Owner/Lessor Approval

Gambling Premise Address _____, Farmington, MN 55024

Property Owner/Lessor _____ Daytime Phone _____

Property Owner/Lessor Address _____
House No. and Street City State Zip Code

Rents and Charges for Use of Premises _____

Description of Gambling Activities to be Conducted on Premises by Organization, Including Days and Hours _____

Is any other organization conducting gambling at this site? ___ Yes ___ No ___ Unknown

Property Owner/Lessor Approval of Premise Permit: _____
Signature of Property Owner/Lessor

Lawful Purpose Expenditures

Farmington City Code 3-19-11 Distribution of Proceeds reads, *“Each organization conducting lawful gambling within the City must expend at least fifty percent (50%) of its net profits derived from lawful gambling on lawful purposes conducted or located within the trade area of the City, which shall include the corporate limits of the City or any municipality contiguous to the City”* - which includes the cities of Farmington, Lakeville, and Empire, and the townships of Eureka and Castle Rock.

The City of Farmington will conduct an annual check for compliance with Farmington City Code, Title 3, Chapter 19 Gambling Regulations, for Gambling Premise Permits issued in the city of Farmington. Specifically, City Code 3-19-9, Records and Reporting Requirements, which reads, *“Each organization licensed to operate lawful gambling shall keep records and shall report as required by MSA (Minnesota Statutes) 349.18. In addition, each organization shall annually report to the City Clerk its lawful purpose expenditures in a manner and form acceptable to the City Clerk.”* Annually, a reporting form and information will be sent to each organization by the City Clerk.

Agreement and Signature

By submitting this application, I affirm that the facts set forth are true, correct, and complete. I understand that any false or misleading statements, omissions, or other misrepresentations made by me on this application may result in revocation of the premise permit. I assume full responsibility for the fair and lawful operation of all lawful gambling activities to be conducted in the city of Farmington. The organization and I will comply with the Farmington City Code, Rules of the Minnesota Gambling Control Board, and Minnesota Statutes governing lawful gambling activities. I certify that the Gambling Manager is bonded and licensed as required by Minnesota Statutes. I authorize the City of Farmington to investigate the information and contact persons/organizations named on this application. The application/background investigation fee of \$50 must accompany this application. The application and consent form must be signed in the presence of a Notary Public. A Notary Public is available at City Hall.

Printed Name of Applicant _____

Signature of Applicant _____ Date _____

STATE of _____)
COUNTY of _____)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

For Office Use Only:

APPROVALS

DEPARTMENT	SIGNATURE	DATE	COMMENTS
Police Chief/ Deputy Police Chief			
City Clerk/ Deputy City Clerk			

Fee Paid _____ Receipt No. _____ Date Paid _____

Applicant needs copies of the following to send to the Gambling Control Board:

- Gambling Control Board premise permit application approved by the Farmington City Council and signed by the City Clerk.
- Certified copy of the signed resolution approving the premise permit application.

**CITY OF FARMINGTON
DATA PRACTICES ACT NOTICE**

Minnesota law requires that you be informed of your rights as they pertain to private information (“private data”) collected from you by the City of Farmington (“the City”). Private data is that information held by the City, which is available to you, but not to the public.

You have the right to refuse to provide the information requested on this application form, however, without certain information, the City may be unable to approve the license applied for. If you feel that certain information requested is an unwarranted invasion of privacy, please contact the Human Resources Director.

The dissemination and the use of private data we collect is limited to that necessary for the administration and management of the City’s licensing program. Persons or agencies with whom this information may be shared include:

- City personnel, including law enforcement personnel, administering the license program.
- The Bureau of Criminal Apprehension.
- The City Attorney and support staff of the City Attorney’s office.
- Federal, state, local, and contracted private auditors.
- Federal and State agencies with oversight or responsibility related to the licensed business.
- Those individuals or agencies as to whom you give your express written permission for release of the information.

Unless otherwise authorized by state statute or federal law, other governmental agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- The right to see and obtain copies of data maintained about you;
- The right to be told the contents and meaning of the data; and
- The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Farmington Human Resources Director at 430 Third Street, Farmington, MN 55024 or 651-280-6800. I have read and I understand the above information regarding my rights as a subject of government data.

Signature

Date

Full Name Printed