



# Parkville Recreation Council, Inc. '18 / '19 BINGO/QUARTER AUCTION Fundraiser Application



PROGRAM NAME: \_\_\_\_\_  
                   \_\_\_\_\_ Youth                   \_\_\_\_\_ Adult

Chairperson Name: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Address: \_\_\_\_\_ zip code: \_\_\_\_\_  
 Phone No. home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Date requested: **(please mark 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices)**

_____ 9/08/18	_____ 9/22/18	_____ 10/13/18	_____ 11/10/18
_____ 11/24/18	_____ 12/08/18	_____ 1/12/19	_____ 1/25/19
_____ 2/09/19	_____ 2/23/19	_____ 3/09/19	_____ 3/23/19
_____ 4/13/19	_____ 4/27/19	_____ 5/11/19	_____ 5/25/19
_____ 6/08/19	_____ 6/22/19		

Purpose of Bingo Fundraiser: \_\_\_\_\_

Type of Bingo:    \_\_\_\_\_ Cash                   \_\_\_\_\_ Prizes                   \_\_\_\_\_ Other  
 Price of ticket:  \_\_\_\_\_   
 FOOD:            \_\_\_\_\_ provided with price of ticket                   \_\_\_\_\_ available for sale

**LIST OF VOLUNTEERS**

(minimum of 10 **confirmed** volunteers must be listed prior to submission of application)

	VOLUNTEER NAME	PHONE NUMBER	VOLUNTEER NAME	PHONE NUMBER
1.	_____	_____	6.	_____
2.	_____	_____	7.	_____
3.	_____	_____	8.	_____
4.	_____	_____	9.	_____
5.	_____	_____	10.	_____

Application must be submitted 2 months PRIOR to first requested date  
 Maximum: 200 attendees  
 COST:            \_\_\_\_\_ \$250 for PRC program, which will be deducted from program  
                   \_\_\_\_\_ \$500 for outside organizations due with this application\*\*\*\*

\*Set up Time: \_\_\_\_\_  
 \*Doors Open: \_\_\_\_\_  
 \*Event Start Time: \_\_\_\_\_  
 \*Event End Time: \_\_\_\_\_

\*\*\*\* Outside organizations must provide **Nonprofit** number for the IRS (501c3#) and certificate of insurance no later than 2 weeks after approval. Certificate of insurance must be for at least \$1million of liability insurance and \$2 million in the aggregate.

Insurance must name the following as certificate holder:  
 Baltimore County MD  
 A body corporate and politic  
 Courthouse 2<sup>nd</sup> Floor  
 Towson MD 21204

**PRC use only:**

Approval Date:                   \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Chairperson notification date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                   date mailed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Date charged from Program:    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Bill mailed to non-Program group: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature of Executive Board member: \_\_\_\_\_

# BINGO

Parkville Recreation Council, Inc.  
8601 Harford Road; Baltimore, MD 21234  
(410) 887-5300

## Rules and Obligations

1. You may enter the space at 4pm for set up.
2. Doors will open for guests at 6pm and games will begin at 7pm.
3. Bingo card packets are supplied in the amount of 200. This includes 20 regular games and 2 specials.  
Extra supplies can be purchased from the council as follows:
  - a. Regular game packets: \$25 for 25 packs
  - b. Specials: \$20 for 25 specials
  - c. Bingo Daubers: \$5 for a pack of 6

You may also purchase and bring your own extra supplies.

4. Tables and chairs will be set up in the gym for 200 people. You must cover each table with plastic table covering that you will provide.
5. Large trash bags will be provided at the end of each table and also in large trash cans.
6. Concession should be set up at the far right corner (as you enter the gym) – this location has the most electrical outlets
7. Load and unload through the back door (Senior Center parking lot in the back) – please let the leader know so he/she can unlock the door.
8. Provide your own ice – ice machine is not available
9. Plan at least 3 months ahead of time in order to have a successful Bingo – post fliers at local businesses, pass out fliers to program participants. Please email your flier to the rec. president for approval and distribution.

- Parkville Recreation Programs will be assessed the \$250 fee by the bookkeeper the Tuesday following the event.
- Non-Profit outside groups will submit the \$500 fee with their application and must provide **Nonprofit** number for the IRS (501c3#) and certificate of insurance no later than 2 weeks after approval. Certificate of insurance must be for at least \$1million of liability insurance and \$2 million in the aggregate. Insurance must name the following as certificate holder:

Baltimore County MD  
A body corporate and politic  
Courthouse 2<sup>nd</sup> Floor  
Towson, MD 21204

For questions regarding your Bingo, please contact Tom Bosley, Director of Special Events at [Tomstunes@yahoo.com](mailto:Tomstunes@yahoo.com)

**PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION**