



# BINGO

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

## Rules and Obligations

1. You may enter the space at 5:00pm 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**