

PA Bingo License Information Sheet

License Eligibility

All Associations, for a charitable or civic purpose and which have been in existence for two years prior to application, are eligible to be licensed to conduct Bingo games. The following is a list of eligible Association types:

- **Standard Association:** Conduct bingo for no more than twice a week throughout the license year.
- **3-Consecutive Day (Temporary):** Conduct bingo for only 1 period each year for not more than 3 consecutive days.
- **Agricultural Association or County Fair:** Conduct bingo at an exposition, carnival or fair for a period not exceeding 10 days.
- **Senior Citizens' Group:** Senior citizen groups who conduct bingo for their members only.
- **Entertainment:** A non-profit organization conducting bingo solely for entertainment purposes, not for profit, with only nominal prizes awarded.

License Requirements

1. Bring / upload the following documentation with your completed [PA Bingo License Application](#):
 - A current copy of the hosting organization's written constitution, charter, and articles of incorporation or by-laws.
 - IRS determination letter establishing the organization's federal tax-exempt status or other official documentation establishing nonprofit status.
2. All City Ordinances and Regulations must be completed prior to issuance of the license.
3. No Association may hire any person not a bona-fide member of the association to manage, set up bingo, operate or actually run the game of bingo, except those associations which obtain a yearly license to conduct bingo at carnivals or expositions not exceeding ten days in duration and operate bingo for merchandise only.
 - No person may be employed in the operation or actual running of a bingo game for compensation greater than \$50.00 per day or any part thereof.
4. Associations must own the property where bingo is played or have an executed lease agreement for the location. Rent cannot be determined by the money earned from bingo games.
5. The issued License must be displayed at bingo games conducted by the license holder.

Conduct of Bingo Games

1. The Association shall not conduct the playing of bingo more than twice per week in any one week, except those associations licensed to conduct bingo at carnivals or expositions not exceeding ten days in duration.
2. Bingo must be played with standard card or board containing five horizontal rows all but the central one containing five figures. The central row has four figures with a word "Free" marked in the center thereof. Any pre-announced combination of spaces when completed by a player constitutes a bingo.

3. A bingo prize shall not exceed a value of \$250.00 for any one such game of bingo except for jackpot games which shall not exceed \$2,000.00 for one such game of bingo. No more than \$8000.00 in total prizes may be awarded in any calendar day by an Association.
4. The Association shall not permit any person under the age of 18 to play bingo unless accompanied by an adult.
5. License will permit bingo game at one location within City boundaries. The Association shall be permitted to conduct the game of bingo at the Association's exposition or carnival site in addition to the regularly scheduled games for which the license was originally granted for a period not to exceed ten days.
6. No supplier of merchandise shall have a primary interest in the operation or proceeds of the bingo game. The Association must be the owner of the equipment used in conducting the bingo game.

Revocation of License

1. The license is conditioned upon continued compliance with the State Bingo Law and all applicable City Ordinances and Regulations. The license is subject to revocation for violation of any provision of the [State Bingo Law](#), City Ordinance, or Regulation.
2. The premise upon which bingo is to be played is subject to inspection at any time to determine compliance.
3. Any Association or person violating the State Bingo Law, City Ordinance or Regulation is subject to fines of up to \$10,000.00 and imprisonment of up to 5 years, in addition to revocation of license. Upon conviction, an Association is ineligible for a license renewal for 30 months.

License Submission

You can submit your license application [online using eCLIPSE](#) or submit in-person at the Permit and License Center located at 1401 JFK Blvd. Philadelphia PA 19102. You need an [appointment to visit the Permit and License Center](#) for in-person submissions.

License Fees and Processing Time

There is an annual fee based on organization type. For the applicable license fees, refer to the website at <https://www.phila.gov/documents/fees-for-li-permits-and-licenses/>.

The license application is reviewed within five business days and forwarded to the District Attorney's office for approval. This can take about one month.