

Guidelines for Casino Nights, Texas Hold ‘Em, Las Vegas Nights, Poker Tournaments, etc.

1. Please review the complete set of rules under LAC 42:2301 et seq.
2. Workers – only members of a licensed charitable organization can conduct or assist in conducting the gaming activity. Members assisting in gaming activities **must be registered with the Office of Charitable Gaming, hereinafter referred to as the Office.**

One exception to the above rule is that the organization can contract with a “Private Casino Contractor” to conduct the operation and management of the event. Organizations are not allowed to pay any additional consideration, other cost or service charge, directly or indirectly, over the agreed rental price for the rental or casino night equipment and/or for Private Casino Contractor labor or services. (Note: A list of approved Casino Contractors may be obtained from www.ocg.louisiana.gov). Rental arrangements for premises, equipment, labor or services must **be in writing** and may not be in excess of reasonable market rental rate for such premises, equipment, labor or services. **Written agreement must be submitted to the Office no later than seven days prior to the conducting of the casino night.**

All workers (whether organization members or private casino contractor worker) must wear nametags clearly visible by the participants during the activity and must be at least 18 years of age. **All** gaming related workers must be listed on a “Register of workers” log. If a private casino contractor is used, a separate log must be maintained by the contractor. Both logs must be available for inspection during gaming activity and include the workers’ name, address, date of birth and Social Security Number.

If not using a private casino contractor, the person in charge must be a bona fide active member of the organization. A Member-In-Charge must be present during the game.

3. Equipment – equipment must be owned or borrowed by the charitable organization or otherwise leased from a Private Casino Contractor. An organization cannot lease equipment from anyone other than a Private Casino Contractor. Equipment includes cards, imitation money or chips, “gaming equipment”, etc.
4. Allowable games:
 - a. Blackjack
 - b. Roulette
 - c. Any dice game where players compete against the house
 - d. Money wheel
 - e. Baccarat
 - f. Poker
 - g. Bourree

5. Rules

- a. A copy of the rules must be submitted to the Office prior to approval of the application and prior to any advertising of the event.
- b. All “Rules” governing each game must be **displayed** during the activity or otherwise **provided** to all participants on printed programs.
- c. The license issued by the Office to conduct gaming activity must be conspicuously displayed at all times during the gaming activity.
- d. A session must be conducted within a time frame not to exceed six consecutive hours with a minimum of twelve hours between sessions.
- e. Sessions are limited to not more than one session per calendar day per licensee.
- f. Organization must post sign or signs at points of entry and gaming area(s) to inform patrons of information and referral services regarding compulsive or problem gambling.

6. Record Keeping

- a. Must require ticket for admissions to the event. Each admission ticket must be pre-numbered and include, at a minimum:
 - 1) the organization name;
 - 2) organization license number;
 - 3) date, time, and location of event; and
 - 4) the face value of ticket.
- b. A copy of the ticket must be submitted to the office prior to approval of the application and prior to any advertising of the event.
- c. Tickets must be sold by bona fide members of licensed organization only. Tickets cannot be sold by private contractor, his agents, or employees.
- d. Organization must maintain accountability on all cash sales and imitation money issued.
- e. Separate complimentary tickets are allowed; however, the organization must maintain a list of every person admitted free of charge.
- f. All proceeds must be deposited into a “Charitable Gaming Account” no later than the second banking day following the date of the gaming session. (For pre-sold tickets, deposits must be made no later than the second banking day following the date of sale.)
- g. All proceeds, prizes awarded, expenses, and contributions must be reported to the Office of Charitable Gaming on a quarterly report form prescribed by the Office.
- h. Must maintain all records for three years.

7. Rules of the Games

- a. **Persons under 21 years of age are not permitted to participate.**
- b. Persons under 18 years of age are not allowed to assist in the conducting of the casino night.
- c. Upon admission, each participant shall be given the same amount of imitation money. Any additional purchase must be in the same ratio as the initial purchase.
- d. **NO CASH SHALL BE WAGERED OR PAID AT TABLES.**
- e. Only bona fide organization members can sell additional imitation money. Imitation money cannot be sold at tables nor by Private Casino Contractors or their employees. Re-buys and add-ons must be at the same ratio as the initial buy-in. Example: initial buy-in of \$50 = \$2,000 in chips and re-buy/add-on of \$25 = \$1,000 in chips.
- f. Imitation money or chips must be unique to the organization.
- g. Organization may conduct an auction at the end of the games in order for participants to use their imitation money to bid on merchandise prizes.

- h. In lieu of an auction, the Organization may designate prizes to be awarded to top winners prior to the start of the gaming.
- i. **NO CASH PRIZES SHALL BE AWARDED** (must be merchandise or gift certificates). Must provide proof from vendor/financial institution that gift card is not redeemable for cash.
- j. A wager shall not be placed on any contest other than an authorized game of chance being conducted at the designated time and location.
- k. Side bets are not permitted.
- l. Organization workers or Private Casino Contract workers are not allowed to accept tips (either with real or imitation money) from the participants.
- m. Organization workers or Private Casino Contract workers are not eligible to win prizes.

8. Other Gaming Activities

Conducting other charitable gaming activities (such as selling of pull-tabs, conducting of raffles and bingo) is permitted in association with casino nights. The same guidelines apply as other regular gaming sessions.

9. Alcohol

Alcohol is not an allowable expense from charitable gaming funds.

If alcohol is to be served during a Casino Night, the organization **MUST** receive a “Special Event Permit” from Alcohol and Tobacco Control (ATC) prior to the activity. ATC is located at 8585 Archives Ave., Suite 220, Baton Rouge, LA, 70809. Their phone is (225) 925-4041.