

# Church Organizations & Armenian Organizations

**Preparing to hold an event or meeting on the grounds of St. John Armenian Church Reserve facility:**

**Get approval from Church administrator, information needed:**

Date, Times, Room, Event, Contact person, Sign contract & Pay deposit if required.

**Questions we have:**

Is food service involved?

Will you need prep time for set-up and food preparation time?

## Running your own Function

Each organization is responsible for the care and cleaning of the equipment of Saint Johns

### Kitchen:

It is the responsibility of each group to:

- Follow Food Safe rules of preparing storing and handling of food posted on kitchen walls.
- Put all equipment away clean after using it.
- Wipe all tables, sinks and equipment down- first wash, then rinse, then sanitize.
- Floors should be sweep and moped
- Dishes, pots and pans should be cleaned. This can be done by your committee or by hiring a dishwasher from the church roster.

**Note:** All of the above kitchen duties can be handled by the maintenance staff  
But the cost incurred with the work being done will be billed to your organization.

**Suggestions:** Your organization takes care of all items except the floor and the dish washing this will eliminate a great deal of expense to your organization

### Banquet rooms

Settings up and tearing down rooms are the responsibility of the maintenance Staff and is included in the room charge. If your organization is able to handle set-ups or tear downs and hall cleanup this could result in a reduction in the hall rental. Organizations that do not have hall rental will still be subject to setup' teardown and clean up fees. This will be done at an hourly charge and will be at cost.

**Note:** Your organization is responsible to remove all center pieces, decorations, Tickets and any other products at the end of your event.

All products that will be disposed of are your responsibility to put in the dumpster.

### Expenses

The following page is potential expenses you may need to incur to hold your event.

# **Policies and Procedures for holding: Bingos, Raffles, auctions and Cash Bars**

**The following information is from the State of Michigan web site you are welcome to research and obtain more information, get applications  
By going to the sites listed under each category**

## **Church Organizations**

**All Licensed events by St. John Armenian Church Organizations must have the approval of the Parish Council. All License applications must be put under “Saint John Armenian Church” and Not the Organization name. Each Church organization is responsible to follow the rules and laws listed by the state of Michigan as well as any policies added by St. John Armenian Church.**

**Armenian Organizations and their chair people not a part of St. John Armenian Church that breaks these laws are subject to fines, penalties and disciplinary actions by the state of Michigan. St. John Armenian Church does not allow, Condon or except responsibility for these actions by these organizations. These organizations are not allowed to hold these types of events on St. John’s Campus.**

## **Bingo**

### **Bingos that Don’t Need a License**

Recreational bingo may be conducted by a senior citizens club, group, or home consisting of members who are 60 years of age or older without obtaining a license if all the following conditions are met:

- The bingo is conducted solely for the amusement and recreation of the members and guests of the senior citizens club, group, or home and not used for fund-raising.
- Only members, guests of members, and employees of the senior citizens club, group, or home may participate in the operation of the bingo.
- Players are not charged more than 25 cents for a bingo card, and the aggregate retail value of all prizes and merchandise awarded in a single day does not exceed \$100.
- All revenue from the bingo is used for prizes and reasonable expenses incurred in operating the bingo, and no person is compensated solely for participating in the conduct of the bingo.

### **Bingos that Need a License NOTE:**

Almost all bingos conducted in the state of Michigan need to be licensed.

To obtain an application for a bingo license, bingo rules, or bingo game records, go to our website at [www.michigan.gov/cg](http://www.michigan.gov/cg) or call 517-335-5780.

**There are three types of bingo licenses that qualified organizations may apply for: Large, Small, and Special. Allow 6 weeks for processing of your qualification information and application.**

- A Large Bingo License allows an organization to conduct bingo one day per week. The prize limit per game is \$1,100 and the total prize limit for the occasion is \$3,500. The prizes for a Michigan progressive jackpot bingo game are not restricted by these limits.
- A Small Bingo License allows an organization to conduct bingo one day per week. The prize limit per game is \$25 and the total prize limit for the occasion is \$300. The Michigan progressive jackpot bingo game cannot be played under this license.
- A Special Bingo License allows an organization to conduct bingo for up to 7 consecutive days. Organizations can receive up to 4 special bingo licenses per calendar year. The prize limit per game is \$1,100 and the total prize limit for the occasion is \$3,500 per day. The Michigan progressive jackpot bingo game cannot be played under this license.

# Raffles

## Raffles That Need a License

**NOTE: *Almost all raffles conducted in the state of Michigan need to be licensed.***

To obtain an application for a raffle license, raffle rules, or raffle game records, go to our web site at [www.michigan.gov/cg](http://www.michigan.gov/cg) or you can request a copy by calling our office at (517) 335-5780.

**There are two different types of raffle licenses, small and large.**

- A Small Raffle License is required when the total prize value *of all raffle prizes* will not exceed \$500 in a single day. The cost is \$15 for 1, 2, or 3 drawing dates, then \$5 for each additional drawing date. All drawing locations must be the same.
- A Large Raffle License is required when the total prize value *of all raffle prizes* will exceed \$500 in a single day. The cost is \$50 per drawing date.

An organization can apply for as many raffle licenses as they want. We allow you to apply for raffle licenses up to 18 months in advance of the drawing date in order to allow you ample time to sell tickets.

***Always plan ahead and submit your application no less than 4 weeks prior to the time you want to print tickets or start advertising the event.***

**Note: To all Raffles planned by individual church organizations. Only St. John Armenian Church must be named under organizations not the church organizations name.**

## Raffles That Don't Need a License

The Act allows qualified nonprofit organizations to conduct limited small raffles without obtaining a license. Section 5d(4) of the Act states: "A qualified organization is excused from the requirements of obtaining a license under this act if the qualified organization is sponsoring a single gathering and conducts a raffle before which there is no presale of tickets and the total aggregate retail value of the prize or prizes to be awarded that day is \$100.00 or less."

### ***What does this mean***

A qualified organization can conduct a raffle without a license if the following three criteria are met:

1. The raffle will be conducted at that organization's single gathering. The Act defines single gathering in Section 3a(14) as: "...1 scheduled assembly or meeting with a specified beginning and ending time that is conducted or sponsored by the qualified organization. Single gathering does not include the regular operating hours of a club or similar facility and does not include a meeting conducted solely for the purpose of conducting a raffle."

2. No tickets for the raffle will be sold before the scheduled beginning time of the gathering.

3. The total value of ALL raffle prizes awarded at the gathering will not exceed \$100.

**If all these criteria are not met, then you need a license.**

# Special Event Purchases dealing with Retailers

Govern by the Department of Treasury, State of Michigan  
For more information 1-517-636-4730 Technical Division

**Functions that involve sales must have Sales tax.**

**The sales tax will be on the entire product sold inclusive of the Churches portion;**

**Unless the donation to the church is a separate payment direct to the church.**

**Checks can be made out to the church.**

**The church can make the payment to the retailer and to the state in turn.**

## Liquor Sales and Cash Bars

This applies only to St. John Armenian Church and its organizations.

The following rules and regulations are designed to allow you to hold an event with alcoholic beverages in a safe and secure manor. Managing the use of these beverages is your organizations responsibility.

These are some of the guide lines you must follow. If there are questions you can go to the State of Michigan Web site and or ask the church administrator or Church's certified Alcohol manager.

### Organizing a event with Alcohol present

- All Alcoholic Beverages must be ordered through the Church and orders must be placed - 2 weeks in advance.
- For tax purposes all alcohol sales must be recorded and submitted to the church office within the following 48 hours of the event.
- All alcohol must be purchased through a licensed whole sale company.
  - This will be conducted through the church office.
  - Purchasing of alcohol cannot be purchased through a liquor store or retail outlet

### Managing alcohol at a event

- Whenever Alcoholic beverages are served a Certified Alcoholic Manager must be present.
  - No selling of alcohol to minors or letting them consume alcohol.
  - ID's must be checked.
  - No one under the age of 18 is allowed to sell or serve alcoholic beverages.
  - No serving to anyone intoxicated.
  - No alcohol that is meant to be served at the event is allowed to leave the premises.
  - Alcohol will not be served on Sundays before 12 noon.
  - Alcohol will not be served beyond the event & hall designated hours and not to surpass 1am.
  - All alcohol must be removed from event site by no later than 1:30 am.

Note: Over drinking, Disruptive attitudes, Illegal Gambling all are not allowed and if occurs must be stopped immediately when noticed in most cases just mentioning the problem to the guest will handle the situation but in some cases the Alcohol manager should be asked to step in

### Promoting a event

- No two for one promotions or all you can drink promotions are allowed.
- No contests or tournaments are allowed with alcoholic beverages are used or given away as prize.

# Millionaire Party

**For detail information rules, applications go to [www.michigan.gov](http://www.michigan.gov)**

Is a Las Vegas style event where bets are placed using imitation money or chips in games associated with a gambling casino, such as Black Jack, roulette, or Texas Hold'em. All Vegas style gaming needs to be licensed, except for the three Detroit and all the Native American casinos.

If you are not sure if the games you want to hold need to be licensed, contact our office at (517) 335-5780 and we can answer your questions.

Millionaire Party License - This license allows an organization to conduct a millionaire party for up to 4 consecutive days. An organization can receive up to four licenses per calendar year. The license fee is \$50 per day up to four consecutive days.

Due to the unprecedented number of license applications we are receiving, allow at least 6 weeks for the processing of applications or a change request to a license. To be fair to all applicants, applications and requests to change a license are processed in the order they are received. First-time applicants must allow additional time for the qualification process.

**Note:** all St. John Armenian Church Organizations Millionaire Parties, Texas Hold'em and other gambling events are not allowed in the Main Building

## Church Silent and Live Auctions

Govern by the Department of Treasury, State of Michigan  
For more information 1-517-636-4730 Technical Division

Silent and Live Auctions are Considered sales and sales taxes must be paid on such sales. This applies to any organization that's Commercial Aggregate sales for a year is over \$5,000.00

One consideration is made on paying sales tax for all registered 501c3 and c4 organizations that has a sales tax license:

- If items are donated and there is undisputable proof of the value of this donation any amount over this value can be subtracted from the overall amount of sales before paying taxes.
- If you are not charging sales tax over the bid a formula to back out the tax from the amount of sales is (sales divided by 17.6667)