



## Oregon Racing Commission

800 NE Oregon Street, Suite 310  
Portland, OR 97232

Phone: 971-673-0208  Fax: 971-673-0213

### Application for Off Track Betting Facility

1. Name of Facility: \_\_\_\_\_
  - a. Doing Business As (if different from name registered) \_\_\_\_\_
2. Name registered on Oregon Secretary of State, Corporation Division, Business Registry Database Website: \_\_\_\_\_
  - a. Is the business listed as active? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Type of Entity (Corporation, Partnership, Individual, Limited Liability, etc.):  
\_\_\_\_\_
4. Facility Location: \_\_\_\_\_
5. Owners/Shareholders (A separate personal history form must be submitted for each individual):

Name	Role/Title	Percentage Held

6. Expected Opening Date: \_\_\_\_\_

7. **Checklist** - Documents Required to Be Submitted with Application (The application will be considered incomplete if these items are not submitted, and will not move forward in the process until all items are included):

1.  Name, address, DOB, fingerprints, of the applicant and owners of the facility.
  - a. A personal history application should be filled out for each individual and notarized.
  - b. A notarized general release for information is also required.
2.  Description of management groups, including subcontractors involved in the operation of the facility.
3.  Location of facility & written approval for location and occupancy from local officials
  - a. Approval from local zoning/planning commission that space is intended for OTB use
  - b. Fire department approval for maximum occupancy
4.  Scale drawing of facility – public accommodations, equipment, concessions, & office space.
5.  Security plan outlining security measures employed to protect the facility, control crowds, protect public and employees, safeguards for the transmission of simulcast signals and control transmission of wagering data.
6.  Safe approved by Commission Staff.
7.  Type of data processing, communication, and transmission equipment to be utilized.
8.  System of accounts to maintain a separate record of revenues, collected by the simulcast facility, the distribution of such revenues and the accounting of costs relative to the simulcast operation.
9.  Executed agreement with the simulcast operator.
10.  Executed agreement with the owner of facility to conduct simulcast wagering (if applicable).
11.  Executed agreement with the Tote Company for the equipment and systems necessary to conduct simulcast wagering.
12.  Detailed financial reports to determine applicant's ability to adequately perform the duties of a simulcast operator.
13.  A posted surety bond or other suitable instrument as approved by the Commission.
14.  ORC racing licenses for employees and officials at the OTB (Separate application & fees).
15.  Feasibility study to include;
  - a. Revenue earnings expected.
  - b. Number of simulcast races to be displayed.
  - c. Types of wagering to be offered (i.e. Trifecta, Superfecta etc.).
  - d. Number of patrons expected.
  - e. Geographical area from which patrons are expected to come from.
  - f. Revenue expected from other than pari-mutuel wagering. Specify the source of the other revenue.
  - g. Cost of operating the simulcast wagering facility. Amortize the expenditures/costs.
  - h. Where the source of operating expenses will come from.
  - i. Probable impact of the proposed operation of revenues to local government.

8. Once the application is approved by the Commission these items must be in place prior to start-up:
- a. Phone Line – Easily accessible to employees
  - b. Fax Machine or Scanner
  - c. Data Lines (Internet)
  - d. Safe – Installed and secured
  - e. Sufficient number of Self Service Ticket Machines (Not accessible to minors)
  - f. Satellite Dishes or Cable
  - g. Audio/Visual TVs & Odds Monitors
  - h. Security Cameras
  - i. Security Plan
  - j. Clean well-lit area for patrons
  - k. Clean bathrooms
  - l. Secure areas for employees
  - m. Decoders

9. Application Prepared By: \_\_\_\_\_

Name	Title	Date
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