

Raffle License Application

Every non-profit organization desiring to apply for a license to conduct bingo or raffles must register with the Legalized Games of Chance Control Commission (LGCCC). Registration from the LGCCC is valid for two years.

To fill out the registration please visit:

<https://www.njconsumeraffairs.gov/lgccc/Applications/Initial-Affidavit-and-Application-for-Biennial-Registration.pdf>

Once you have completed the initial registration application, you can apply for a Raffle License. Raffle License Applications are available several ways.

New Jersey Legalized Games of Chance Control Commission

<https://www.njconsumeraffairs.gov/lgccc/Applications/Application-for-Raffle-License.pdf>

Township Website

<https://www.kingwoodtownship.com>

Pickup at Town Hall

Office of the Clerk, 599 Oak Grove Road, Frenchtown, NJ 08825

Email the Clerk

clerk@kingwoodtownship.com

Submit your application to the Municipal Clerk, at least 8 weeks prior to the event, in quadruplicate, single sided, accompanied by the required fees and a copy of your registration.

Each copy must have original signatures and an original notary seal where required.

DISCLAIMER: This packet is meant to be used as a guide. The State Legalized Games of Chance Control Commission has full authority over games of chance.



FREQUENTLY ASKED QUESTIONS

When do I submit a Sample Ticket?

Sample tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of the drawing and ALWAYS for Off Premise Raffles.

What must the Sample Ticket have?

- Name and Identification number of the qualified organization and number of the license issued for the occasion.
- Place where the occasion will be held along with the date and time.
- The following statement: "This is a 50/50 cash raffle and the will receive 50 percent of the amount received for all tickets or rights to participate."
 - If the prize pool is to be divided amongst multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.
- The number of the ticket
- The price of the ticket
- The purpose to which the entire net proceeds will be devoted to
- The statement: "No substitution of the offered prize may be made"
- The stub of each ticket shall bear the name and address of the holder, the ticket number, the raffle license issued for the occasion and the identification of the licensed organization.

I'm having a Silent Auction, do I need a raffle license?

No. Silent Auctions do not require a raffle license since there is no charge to play.

I'm having a Tricky-Tray/Penny Social/Pick-a-Prize, do I need a raffle license?

Yes. These are a combination of a raffle and an auction since there is a charge to play by purchasing tickets. However, the following apply to a raffle license for this type of event.

- If prizes are over \$400, there is no charge for the raffle license
- Value of prizes must be stated or if unknown, whether prizes will exceed \$400. If prizes are unknown. The applicant must write that the organization will not award any prohibited prizes such as cash, lottery tickets, tobacco, weapons, etc.
- Generic type tickets are acceptable

How do I register with the Legalized Games of Chance Control Commission?

Complete an Initial Affidavit and Application for Biennial Registration, found on the NJ Legalized Games of Chance Control Commission website.

Definition of Terms "Qualified organization" means a bona fi de organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad and officially recognized rescue squad, and senior citizens' association or club which: 1. Is organized as a non-profit or religious organization and is authorized by its certificate or articles of incorporation, bylaws or other written authority to support one of the authorized purposes; 2. Appoints the Executive Officer of the Control Commission as agent for the service of; and 3. Is constituted of not less than five individuals. (See, N.J.A.C.13:47-1.1). Political clubs and organizations are not eligible to apply for Registration

Where do I apply for each game of chance?

You must apply in the town where the games are to be held or the winner will be drawn. Each game must be applied for, there are no "blanket licenses".

Can I apply for a game of chance if my LGCCC registration has expired?

No, a copy of the valid registration must be submitted with the application. Registration must be valid through the date of the raffle in order for the application to be received by the office.

Does my application need to be notarized?

Yes, applications need to be submitted in quadruplicate with original signatures notarized.

Can I give 1 application in to have the Township make copies?

No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.

What is the difference between On and Off Premise games of chance?

On Premise means the winner of the prize needs to be present. Off Premise means the winner of the prize does not need to be present.

What fees are associated with games of chance?

See Types of Raffles and Fees or call our office. Each municipality has the right to charge different amounts. The State LGCCC charges different amounts based on the game and anticipated prizes.

How long do I need to hand in the application in order for my raffle to be accepted?

The Township requests that applications are submitted at least five (5) weeks prior to a game of chance's date of operation. This allows for the following; a police background is necessary and could take a week to 10 days, the NJ LGCCC requires a minimum of 14 days from receipt of application before approving a raffle. If a holiday, unexpected closing, etc. occurs in this time, this timeline may be extended. It is important to get the application in as early as possible so that if an error is present, it can be corrected without affecting the date of the raffle.

My application was rejected, who do I speak to?

The municipality where you applied can be contacted to assist in correcting an application. However, the denial of an application always comes from the State. The State has the ultimate deciding power on whether an application is approved. The rejection letter from the State will have a contact phone number listed.

What is the Report of Operations?

The report of operations is a form that needs to be completed and submitted to the State. The form may require additional fees based on the value of the prizes or the proceeds raised. It Must be submitted to the STATE no later than the 15th day of the calendar month following the date of the licensed activity.

Can I change the date of my game?

Yes, an application to amend a raffle license must be completed found at the below link.

<https://www.njconsumeraffairs.gov/lgccc/Applications/Application-to-Amend-Bingo-or-Raffle-License.pdf>

PROHIBITED PRIZES

NO LICENSEE SHALL OFFER OR AWARD ANY PRIZE CONSISTING OF THE FOLLOWING:

- Real Estate or any interest therein
- Bonds
- Shares of stock
- Securities or evidences of indebtedness
- Weapons
- Live animals (except a gift certificate redeemable for live, edible seafood)
- Foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender)
- Tobacco products
- Motor vehicle leases
- Any merchandise refundable in any of the foregoing or as money
- Cash money, unless it's a 50/50

Legalized Games of Chance Control Commission

License Fees

Agricultural Fairs / 4-H Clubs / Exhibitions License

Fee shall pay an annual fee of \$50.00 per game; except that, any association which is nonprofit shall be exempt from payment of any State license fee if the proceeds from the games are used for charitable purposes. Where the operator of the game at an agricultural fair and exhibition conducted under the auspices of such an association is to be a person holding a concession to operate at the fair and exhibition from the association holding the same, such operator shall pay for the State license an annual fee of \$50.00 for each game to be operated at the fair and exhibition, but if said operator is a licensee under the "Amusement Games Licensing Law" and has paid the annual fee of \$250.00 for a State license, he shall not be required to pay the said fee of \$50.00 for each game to be operated unless he operates more than five games, in which case he shall pay for the State license an additional annual fee of \$50.00 for each game in excess of five.

Arcade License

Fee is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate up to fifty (50) player positions and \$10.00 for every additional player position over the initial fifty (50) player positions.

Armchair Race

Licensing fees payable by law to the Control Commission for this type of license is \$50.00 per licensed day of operation.

Bingo

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license.

Calendar Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

Casino Night

Licensing fees payable by law to the Control Commission for this type of license is \$100.00 for each day of operation.

Duck Race

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

Golf Hole-in-One Contest

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part of the total retail value of the ancillary prize(s) offered.

Instant Raffle Game

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.

Non-Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location.

Off Premises 50-50 Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 paid at the time the application is filed for each day on which a drawing(s) is to be conducted under the license. In the event the awarded prize exceeds \$1,000, then an additional fee of \$20.00 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the Control Commission by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9.

On Premises 50/50 Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated prize is in excess of \$400.00. Otherwise, there is no license fee.

Off Premises Merchandise Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

On Premises Merchandise Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated retail value of the merchandise prize(s) is in excess of \$400.00. Otherwise, there is no license fee. In the event the total retail value of the merchandise prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9. In the event the prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9.

Recognized Amusement Park / Shore Resort or Resort Area License

Is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate a single certified skill game.

Last Modified: 12/20/2018 5:23 AM



New Jersey Office of the Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Application for a Raffle License

Application No. **RA** _____

Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

1. Name of applying organization: _____
- 2a. Street address of headquarters: _____
- b. Mailing address (if different): _____
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4a. Address of place where raffles will be played: _____

b. Does the applicant own the premises or regularly occupy them for its general purposes? ☐ Yes ☐ No

5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part C - Schedule of Purposes

1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:

2. If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:

"It is hereby certified that _____
Name of organization

will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."

Date: _____ Signature: _____

Part D - Schedule of Prizes

A description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as possible the information requested below.

[illegible]

Part E - Officers of Applicant

(1) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(2) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(3) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(4) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances **is** permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

Township of Kingwood
Hunterdon County, New Jersey
599 Oak Grove Road, Frenchtown, NJ 08825
908-996-4276

RAFFLE LICENSE AFFIDAVIT

NOTE: All members listed in Parts F & G of Raffle/Bingo Application must file an Affidavit

(Please print)

I, _____, associated with the organization of
_____ having the LGCCC registration number of
_____ do solemnly swear (or affirm) that I am of good moral character and that I have
never been convicted of a crime. I understand that a copy of this Affidavit will be made part of the Raffle
Application and may be forwarded to the State of New Jersey's Department of Law & Public Legalized Games
of Chance Control Commission.

Signature

Date

Notarized by:

(Notary Public of New Jersey)

Date

My commission expires on _____

(Apply Notary Seal Here)