

# TOWNSHIP OF WEST ORANGE QUICK CHECK LIST FOR RAFFLE LICENSES

<u>DO</u>	<u>DON'T</u>
<ol style="list-style-type: none"> <li>1. The original <b><u>current I.D. certificate</u></b> issued by the State of New Jersey <i>shall</i> be brought in when submitting an application for a raffle. The I.D. number shall appear on the application.</li> <li>2. Submit four <b><u>(4) original copies</u></b> to the Office of the Township Clerk at least eight (8) weeks <i>prior</i> to the event and at least 7 days before a Township Committee meeting; meeting dates located on page 4.</li> <li>3. Have an <b><u>officer of the organization as well as the member in charge of the game</u></b> sign <b><u>all</u></b> applications <b><u>in the presence of a notary.</u></b></li> <li>4. Submit <b><u>four (4) copies of a sample ticket</u></b> for off-premise raffles. (See attached forms).</li> <li>5. Complete <b><u>separate</u></b> set of raffle of applications for <b><u>each</u></b> On- Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.</li> <li>6. Bring <b><u>two checks</u></b> in the proper amount: one payable to the <b><u>Legalized Games of Chance Control Commission</u></b> [LGCCC] and one payable to the <b><u>Township of West Orange</u></b> (use instruction sheet attached for the type of raffle you are conducting).</li> <li>7. Following receipt of all documents, a <b><u>fifteen (15) business day holding period</u></b> imposed by LGCCC will apply before a license is issued.</li> <li>8. If your event is a Casino night, must provide a <b><u>notarized Casino Night Form 13.</u></b></li> <li>9. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14</li> <li>10. Complete a <b><u>Report of Raffles Operations</u></b> (must be notarized) and send to the Legalized Games of Chance Control Commission within</li> </ol>	<ol style="list-style-type: none"> <li>1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except 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, cash, gift cards that can be converted to cash, money trees, lottery tickets or any merchandise refundable in any of the foregoing as money or cash. (Note: cash prize only allowed when a 50/50 raffle is held.)</li> </ol>

fifteen (15) days of the event.	
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**State of New Jersey**  
**LEGALIZED GAMES OF CHANCE CONTROL COMMISSION**  
**PO BOX 46000**  
**Newark, NJ 07101 973-273-8000**

[www.state.nj.us/lps/ca/lgccc.htm](http://www.state.nj.us/lps/ca/lgccc.htm)

(All state forms are available on this website)

## **RAFFLES LICENSING FEES**

### **OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE**

("Off-premise" is one in which tickets are printed and sold in advance of the occasion of the drawing.)

<u>Amount of retail value of prizes</u>	<u>Fee to Licensing Municipality</u>	<u>Fee to Legalized Games of Chance</u>	<u>Total</u>
0 - \$1,000	\$ 20.00	\$20.00	\$40.00
\$1,000.01 - 2,000	40.00	40.00	80.00
2,000.01 - 3,000	60.00	60.00	120.00
3,000.01 - 4,000	80.00	80.00	160.00
4,000.01 - 5,000	100.00	100.00	200.00
5,000.01 - 6,000	120.00	120.00	240.00
6,000.01 - 7,000	140.00	140.00	280.00
7,000.01 - 8,000	160.00	160.00	320.00
8,000.01 - 9,000	180.00	180.00	360.00
9,000.01 - 10,000	200.00	200.00	400.00

To continue the above schedule, add a **\$20.00 fee for the licensing municipality** and **\$20.00 fee for the Legalized Games of Chance Control Commission** for each additional \$1,000 retail value.

### **OFF-PREMISE 50/50 CASH RAFFLES**

Two checks are to be submitted *at the time the application is submitted*:

**\$20.00** payable to **Legalized Games of Chance Control Commission**

**\$20.00** payable to the **Township of West Orange**

If the cash award *exceeds* \$1,000, the balance of the fees, according to the schedule above, to be sent payable to LGCCC with the Report of Raffles that must be filed *and* one payable to the **Township of West Orange**.

### **ON PREMISE DRAW OR 50/50 VALUED UNDER \$400: No Fee**

### **ON-PREMISE DRAW OR 50/50 VALUED OVER \$400:**

**\$20.00** to the **Township of West Orange** for *each day raffle is held*

**\$20.00** to **Legalized Games of Chance Control Commission** for *each day raffle is held*

### **NON-DRAW RAFFLE:(Carnival games)**

**\$20.00** to the **Township of West Orange** for each wheel or game conducted on any day or a series of six consecutive days in one week

**\$20.00 to Legalized Games of Chance Control Commission** for each wheel or game conducted on any day or a series of six consecutive days in one week

### **ON PREMISE DRAW CASINO NIGHT:**

**\$100.00 to the Township of West Orange**

**\$100.00 to Legalized Games of Chance Control Commission**

### **ARMCHAIR RACE**

**\$50.00 to the Township of West Orange**

**\$50.00 to Legalized Games of Chance Control Commission**

**Note: All fees are to be paid by check or money order.**

## **PLEASE PROVIDE CURRENT I.D. CERTIFICATE**

## **APPLICATION DEADLINES AND TICKET FORMAT**

**PLEASE FILL OUT ALL FOUR (4) APPLICATIONS INCLUDING SAMPLE TICKET FORMAT FORMS FOR OFF-PREMISE DRAW OR 50/50. ONE APPLICATION WILL BE RETURNED TO YOU. APPLICATION DEADLINE: Eight weeks before the event**

## **RAFFLE APPLICATION INSTRUCTIONS**

1. **READ APPROPRIATE PORTIONS OF THE LEGALIZED GAMES OF CHANCE CONTROL COMMISSION BOOKLET** (available from the State). This is YOUR responsibility. Complete four (4) copies of the application:

**Part A - General - #3** - indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc. Off-Premise simply means that tickets will be sold in advance of the occasion of the drawing.)

**Part C - Schedule of Expenses** - Be sure to include as an Item of Expense the License Fee to the Township of West Orange and the Legalized Games of Chance Control Commission and all items which will not be donated or the percentage not donated.

**Part D-1. Schedule of Purposes** - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....." Fill out four (4) copies of ticket format (see attached). The name of organization to which proceeds will be given and signature of individual authorized to accept proceeds.

**Part E -Schedule of Prizes** -The description should be detailed, i.e., a Sony Trinitron Plus 15" Color TV or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras. If part of the prize is donated, then its percentage and value must be indicated.

**Part G - Members of Applicant in Charge of Games** - Individuals listed must be members of the organization applying for the license.

**Part H - Members of Applicant Who Will Assist** - Same applies as in Part G.

**Part J - Statement of Applicant** - Original signatures of officer(s) and member(s) in charge of the game of applying organization needed on all four copies of application. These officers must sign the application before a Notary.

2. **AFTER COMPLETION AND SUBMISSION OF APPLICATION**

Raffles can not take place until the license is approved by the State of New Jersey and issued by Township Clerk's office. This **15 BUSINESS DAY WAITING PERIOD** is required

for the State of New Jersey Legalized Games of Chance Control Commission to review the application. A raffle license issued by the Township Clerk's office will be mailed to the individual listed as the person in charge of the event following the wait period accompanied by the requisite Report of Raffles Operations (See #3).

**3. REPORT OF RAFFLES OPERATIONS**

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. **If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the actual ticket must be submitted with this report.** The LGCCC will advise upon receipt if an additional check is required. A check equal to the amount due the LGCCC will also be due and payable to the Township of West Orange.

**REGULATIONS REGARDING CONDUCT OF RAFFLES**

1. Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution to which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
2. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
3. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
4. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prizes(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."
5. **Within FIFTEEN (15) BUSINESS DAYS AFTER APPLICATION HAS BEEN SUBMITTED TO THE TOWNSHIP CLERK**, you will be notified by mail when the raffles application has been approved by Legalized Games of Chance Control Commission.
6. **A Report of Operations must be completed and signed before a Notary and** submitted to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, NJ 07101 **within 15 days from the Raffle. If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket *must be attached and submitted with this report.***

**GENERAL INTEREST TO RAFFLES LICENSE APPLICANTS**

Please be sure to review the Legalized Games of Chance booklet available from the Legalized Games of Chance Control Commission with regard to the terms listed below so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Legalized Games of Chance Control Commission: <http://www.state.nj.us/lps/ca/lgcc/>

**PAGE**

- 5..... Authorized purpose
- 6..... Draw raffle, Goods, etc, Net proceeds (raffle), Non-draw raffle
- 6..... Off-premise, Off-premise 50/50
- 7..... On-premise, On-premise 50/50, Qualified organization
- 8..... Raffle, Raffle equipment, Special door prize (also see N.J.A.C. 13:47-2.7 and 13:47)
- 11..... License to conduct

- 12.....Filing
- 13.....Separate application
- 18.....Member in charge
- 19.....Member in charge of proceeds
- 21.....Advertise (see N.J.A.C. 13:47-6.14)
- 23.....Prohibited prizes