



Township of Monroe

County of Middlesex

PATRICIA REID
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ 08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

APPLYING FOR A RAFFLE LICENSE

1. The Organization applying for a Raffle license must have a valid Certificate of Registration with the State of New Jersey, Legalized Games of Chance Control Commission. (Registration is valid for (2) two years) and must be within the raffle period.
2. The Application for a Raffle License, as well as the required paperwork, must be submitted in sets of four (4). The application may be copied, but the signatures required as well as notary on the last page, **must be original signatures**. There must be at least two (2) signatures, **an Officer of the Organization and a Member** of the Organization.
3. The application must be submitted **(6) weeks prior to the event**.
4. Along with the applications, the following is required:
 - (a) Applications need to be submitted **at least (6) weeks** prior to the event.
 - (b) The Clerk's Office must see the **original Certificate of Registration** for the Organization.
 - (c) A sample ticket if applying for an **Off-Premise Raffle**. (See Attached Sample Ticket)
 - (d) Two Checks. (See Attached Fee Schedule)
 - State Fees payable to "Legalized Games of Chance Control Commission"
 - Municipal Fee payable to "Township of Monroe"
 - (e) Photo ID of member or members-in-charge.
5. Once the full application has been processed by the town and a Police background check has been received, the application will be forwarded to the State of New Jersey, Legalized Games of Chance Control Commission. The state has fifteen (15) business days from the date of receipt to accept or deny approval of your application. If your application is accepted, you will not hear from them. You will receive a complete copy of the application. An end of raffle report must be filed with the State and the Township. A copy of this form is included in your packet. You must also include a check if your raffle ticket sales have exceeded your anticipated sales.

Monroe Twp. Clerk's Office
1 Municipal Plaza – Rm. 108
Monroe Twp., NJ 08831
Phone: (732) 656-4573
Fax: (732) 521-3190

Legalized Games of Chance
Control Commission
P.O. Box 46000
Newark, NJ 07102
Phone: (973) 273-8000

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.

Sample Ticket

Off Premises Merchandise Raffle

N.J.A.C. 13:47-8.7

Stub

Ticket

<p style="text-align: center;">Name _____</p> <p style="text-align: center;">Address _____</p> <p style="text-align: center;">City State ZIP code</p> <p style="text-align: center;">Telephone Number _____</p> <p style="text-align: center;">NJ LGCCC Identification# Municipal RL #</p> <p style="text-align: left;">Ticket # _____</p>	<p style="text-align: center;">NJ LGCCC Identification # _____</p> <p style="text-align: center;">Municipal RL # _____</p> <p style="text-align: center;">Name of Organization _____</p> <p style="text-align: center;">List of Prizes _____</p> <p style="text-align: center;">Retail Values _____</p> <p style="text-align: center;">Location of Drawing _____</p> <p style="text-align: center;">Date of Drawing _____</p> <p style="text-align: center;">Time of Drawing _____</p> <p style="text-align: center;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."</p> <p style="text-align: left;">Price of Ticket _____</p> <p style="text-align: right;">Ticket # _____</p>
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This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Sample Ticket

Off Premises Raffle Awarding Cash

N.J.A.C. 13:47-8.8

Stub

Ticket

<p style="text-align: center;">Name _____</p> <p style="text-align: center;">Address _____</p> <p style="text-align: center;">City State ZIP code</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Telephone Number</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">NJ LGCCC Identification# Municipal RL #</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">NJ LGCCC Identification # _____</p> <p style="text-align: center;">Municipal RL # _____</p> <p style="text-align: center;">Name of Organization _____</p> <p style="text-align: center;">50/50</p> <p style="text-align: center;">This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.</p> <p style="text-align: center;">Location of Drawing _____</p> <p style="text-align: center;">Date of Drawing _____</p> <p style="text-align: center;">Time of Drawing _____</p> <p style="text-align: center;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Price of Ticket _____</p> <p style="text-align: center;">Ticket # _____</p>
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This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

LEGALIZED GAMES OF CHANCE
SCHEDULE OF FEES FOR RAFFLES

OFF-PREMISES DRAW RAFFLE:

Awarding Merchandise or Cash (50/50's)

State Fee \$20.00 per \$1,000. Or part thereof and the Municipal Fee is \$20.00:

<u>Retail Value of Prizes</u>	<u>State & Municipal Fees Each</u>
\$.00 - \$1000.	\$20.00
\$1000.01 - \$2000.	\$40.00
\$2000.01 - \$3000.	\$60.00
\$3000.01 - \$4000.	\$80.00
\$4000.01 - \$5000.	\$100.00
\$5000.01 - \$6000.	\$120.00
\$6000.01 - \$7000.	\$140.00
\$7000.01 - \$8000.	\$160.00
\$8000.01 - \$9000.	\$180.00

To continue th above schedule, add a \$20.00 fee for the State of New Jersey for each additional \$1,000. and an \$10.00 fee for the municipality for each additional \$1,000.

OFF-PREMISES CASH (50/50) RAFFLE:

<u>Awarded Prize</u>	<u>State Fee & Municipal Fee Each</u>
\$.00 - \$1000.	\$20.00
\$1000.01 - \$2000.	40.00
\$2000.01 - \$3000	60.00
\$3000.01 - \$4000.	80.00
\$4000.01 - \$5000.	100.00
\$5000.01 - \$6000.	120.00
\$6000.01 - \$7000.	140.00
\$7000.01 - \$8000.	160.00
\$8000.01 - \$9000.	180.00

ON-PREMISES DRAW RAFFLE AWARDING CASH OR MERCHANDISE AS A PRIZE:
(Exceeding \$400. Total Prize Value) Tear Off Tickets.

State & Municipal Fee Each
\$20.00 per day

**ON-PREMISES DRAW RAFFLE AWARDING CASH OR MERCHANDISE AS A PRIZE:
(Not Exceeding \$400. Total Prize Value) No Licensing fee.**

BINGO:

State & Municipal Fee Each
\$20.00 each occasion

CARNIVAL GAMES OR WHEEL:

\$20.00 for each game paid to the State and Township for each game or wheel held on any one day, or any series of consecutive days not exceeding 6 consecutive days in one week at any one location.

SPECIAL DOOR PRIZE RAFFLE:

No Fee and no license, provided the merchandise is wholly donated and has a retail value of less than \$50.00. **Note:** cannot be conducted when other games of chance are being conducted, held or operated.

CALENDAR RAFFLE:

\$20.00 to the State and Township (for each \$1000. Or part thereof of the retail value of the prize.)

INSTANT RAFFLE:

1. \$20.00 to the State and Township for each day on which instant raffle tickets are sold or offered for sale or
2. \$750.00 to the State and the Township for a one year license.

GOLF HOLE-IN-ONE - \$20.00 to the State and the Township (for each \$1000 or part thereof of retail value of ancillary prizes.).

ARMCHAIR RACE: \$50.00 to the State and the Township per licensed day of operation.

CASINO NIGHTS: \$100.00 to the State and the Township per occasion.

NOTE: Fees for **ON-PREMISES DRAW RAFFLES, OFF-PREMISES DRAW RAFFLES, NON-DRAW RAFFLES** and **BINGO** are due in full at the time the application is filed with the municipality.

Fees for **OFF PREMISE DRAW RAFFLES** - A \$20.00 fee to the State and the Township is due at the time the application is filed and, if the awarded prize(s) exceed \$1,000., an additional fees are due according to the chart posted on the front page upon the filing of the **Report of Raffles Operation**.

CHECKS for STATE FEES must be made payable to "**LEGALIZED GAMES OF CHANCE CONTROL COMMISSION**" and CHECKS for MUNICIPAL FEES must be made payable to "**TOWNSHIP OF MONROE**".