

MONTVILLE TOWNSHIP

RAFFLE LICENSE APPLICATION INSTRUCTIONS

If you are applying for a license in Montville Township, your event (tricky tray), etc. or raffle (50/50), etc. MUST be drawn in Montville Township.

- **Please file your application at least 4 weeks in advance of your event or the date you wish to begin selling tickets.** All raffle applications must be approved by the Township Committee (their meetings are the 2nd and 4th Tuesday of the month). After their approval, the application is mailed to the State. They, in turn, will give their approval within 14 days. Your license will not be issued before the State approval.
- **SUBMIT TWO (2) COPIES** of the Application for Raffles License – **BOTH** with **original signatures &** there must be at least three signatures. Have notarized.
- Fill out all information applicable to you. You must fill out: date, time, and place of raffle. Type of raffle. Items of expense (donated or not). Schedule of purposes. Description of prizes. Officers including addresses. Members in charge including addresses and telephone numbers.
- You **must** present your certificate from the State with a current identification number to the Municipal Clerk's office when you submit your application.
- Indicate if you are using roll tickets or having tickets printed. If you are having tickets printed, you must submit a sample ticket and have the printer fill out the Printer's Certificate. Both i.d. #'s (State and Montville's) **must** be printed on the ticket.
- No Raffle drawing, Tricky Tray, or Bingo game may be conducted on a Sunday.
- **Fees:** One check payable to Montville Township for \$10. Also, a check payable to the Legalized Games of Chance Commission for \$10 must be submitted with the application. If the retail value of your prize is more than \$1,000, then the fee is another \$10 for each \$1,000.
- **After** your event or drawing, you **must** fill out a Raffle Report of Operations form. Fill in all information applicable and sign and have notarized. Mail directly to State and submit a copy to Municipal Clerk's office. If you do not submit this form, you will be denied any future licenses.

Margaret Shepard, Deputy Township Clerk
mshepard@montvillenj.org
973-331-3345



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 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.

FEE SCHEDULE



THE STATE OF NEW JERSEY
DEPARTMENT OF LAW & PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS

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DIVISION OF CONSUMER AFFAIRS

CONSUMER HOTLINE
(973) 504-6200



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Steve C. Lee
Acting Director



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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" 1 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.

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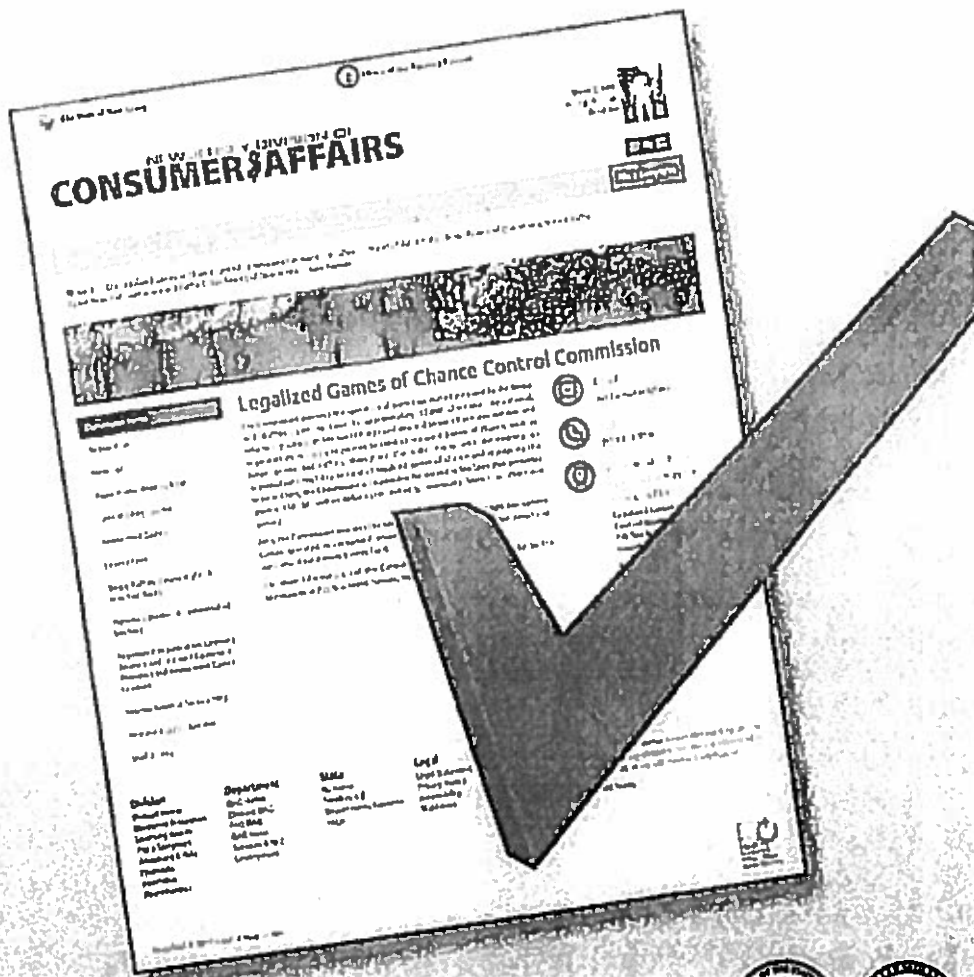
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