



Borough of Seaside Park
1701 N Ocean Ave
Seaside Park, NJ 08752

Jenna Jankowski, Borough Clerk
Owen LaRocca, Deputy Clerk
732-793-3700 ext. 105 or ext. 106

RAFFLE APPLICATION INFORMATION

The Legalized Games of Chance Control Commission has full authority over games of chance

Application Process

To apply for a Raffle License, the following documents must be submitted to the Borough Clerk's Office ***seven (7) days*** prior to the next scheduled Council meeting:

- ❖ Organization registration –must be the original certificate issued by the State of New Jersey
 - Certificate must be current through the date of the event
- ❖ Four (4) sets of a completed application
 - ***Signatures & notary stamp and seal must be original on all 4 copies***
 - The officer of the organization and member in charge must sign all applications before a notary
- ❖ If the application is for an off-premises 50/50, off-premises merchandise, and calendar raffles, 2 copies of the sample ticket must be submitted
 - The name on the sample ticket must match the organization name (as written) on your registration certificate
- ❖ Check or money order in the applicable fee made to the Legalized Games of Chance Control Commission
 - List of fees is on page 2
 - ***Municipal fees owed are equal to that of LGCCC, but the Borough does not charge fees to non-profit organizations as determined by the IRS.***
- ❖ Separate applications must be submitted for each application type
- ❖ Where the raffle equipment is to be leased, a Certificate of the Lessor shall be obtained from the raffle equipment supplier and attached to the application, such as certificate to be found on Form 13. This can be found on LGCCC website.

Note: Off-premises means that tickets are sold prior to the event.

The Approval Process

All applications must be submitted 7 days prior to the Council Meeting. If the next meeting is less than 7 days after the application is received by the Municipal Clerk, the application will be voted on at the next regular meeting of the governing body where the 7-day timeline would be fulfilled.

- ❖ A resolution authorizing the application will be listed on the next Council meeting. If approved, the Borough Clerk will submit the application to LGCCC.

- ❖ A license cannot be issued until 14 calendar days have passed from the date of mailing to the LGCCC.
- ❖ After the statutory timeframe has passed, the Borough Clerk will issue the license to the applicant and provide a copy of the resolution and a copy of the application.
- ❖ The applicant is responsible to submit a Raffle Report of Operations to LGCCC no later than the 15th calendar month immediately following the month of the event.

Raffle Application Fees & Additional Requirements

Application Type	Fee to LGCCC	Additional Requirement
Calendar Raffle	\$20 for each \$1,000 or part thereof, of the total retail value awarded	Sample Ticket Required
Casino Night	\$100 for each day of operation	Form #13 must be attached to the application from a licensed supplier
Carnival	\$20 per game/wheel	Form #13 with list of games and wheels must be attached. Licensed Equipment supplier provides these documents
Duck Race Raffle	\$20 for each \$1,000 or part thereof of total retail value of prizes awarded	
Golf Hole-In-One Contest	\$20 for each \$1,000 or part thereof, of total retail value of prizes awarded	
Instant Raffle	\$20 for each day in which raffle tickets are sold or offered for sale	
Non-Draw Raffle	\$20 for each game or wheel held on any one day or any series of consecutive days not exceeding 6 at one location	If Raffle equipment is leased, a Certificate of the Lessor shall be obtained from the raffle equipment supplier and attached to application on Form #13
Off-Premises 50/50 Raffle	\$20 at time of application for each day drawing is to be conducted; If awarded prize exceeds \$1,000, an additional fee of \$20 for each \$1,000 or part thereof in value of awarded prizes in excess of \$1,000 shall be forwarded to LGCCC with your Report of Operations	Sample Ticket

Off-Premises Merchandise Draw Raffle	\$20 for each \$1,000 or part thereof of the total retail value of prizes awarded	Sample Ticket
On-Premises 50/50 Draw Raffle	\$20 per day a drawing is to be conducted under the license only if the anticipated prize will exceed \$400.	

Fee Schedule

For calendar raffles, duck race, off-premises 50/50, off-premises merchandise draw raffles, and golf hole-in-one contests:

<u>Anticipated Retail Value of Prize</u>	<u>Fee</u>
\$0 - \$1,000	\$20
\$1,000.01 - \$2,000	\$40
\$2,000.01 - \$3,000	\$60
\$3,000.01 - \$4,000	\$80
\$4,000.01 - \$5,000	\$100
\$5,000.01 - \$6,000	\$120
\$6,000.01 - \$7,000	\$140
\$7,000.01 - \$8,000	\$160
\$8,000.01 - \$9,000	\$180
\$9,000.01 - \$10,000	\$200

Prohibited Prizes

The following are prohibited prizes:

- ❖ Real estate or an interest therein
- ❖ Bonds
- ❖ Shares of Stock
- ❖ Securities of evidence of indebtedness
- ❖ Weapons
- ❖ Live animals (except gift certificates redeemable for live, edible seafood)
- ❖ Foreign or domestic coins
- ❖ Tobacco products
- ❖ Motor vehicle leases or any merchandise refundable in any of the above or in money or cash

- ❖ No prize consisting of money shall be offered or awarded except:
 - A raffle conducted by drawing with the prizes equaling fifty percent of the amount received for all tickets or right to participate; a calendar raffle with the maximum prize amount not to exceed \$25,000
 - Big six wheels and horse race wheels conducted in accordance with the provisions of N.J.A.C. 13:47-8
 - An instant raffle game having maximum prize amount of \$500 for any one ticket conducted in accordance with the provisions of N.J.A.C. 13:47-8

Frequency of Games

Type of License	Frequency of Games
Armchair Race	Not more than six times in any one week
Calendar Raffle	Not more than twice in any calendar year
Casino Night	Not more than six times in any one week
Carnival	Not more than six days in any one week
Duck Race Raffle	Not more than once in any calendar month
Non-Draw Raffle	Not more than six days in any one week
Off-Premises 50/50 Raffle	Not more than once in any calendar month
On-Premises 50/50 Draw Raffle	Not more than six days in any one week
Off-Premises Merchandise Draw Raffle	Not more than six days in any one week



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.

Sample Ticket

Off Premises Raffle Awarding Cash

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

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Name</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Address</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">City</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">State</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">ZIP code</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Telephone Number</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 15%; border-right: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black;">Municipal RL #</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Name of Organization</div> <div style="text-align: center; margin-bottom: 10px;"> <p>50/50</p> <p>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> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Location of Drawing</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</div>
Ticket #	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

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 Merchandise Raffle

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

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Name</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Address</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">City</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">State</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">ZIP code</div> <div style="width: 15%; border-right: 1px solid black; text-align: center;">Telephone Number</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 15%; border-right: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black;">Municipal RL #</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Name of Organization</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">List of Prizes</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Retail Values</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Location of Drawing</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="text-align: center; margin-bottom: 10px;"> 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." </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>
Ticket #	

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