



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

BINGO APPLICATION INFORMATION

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

Before You Begin

- ❖ **You must have a current State Legalized Games of Chance Control Commission (LGCCC) Identification Number.** LGCCC Identification Numbers expire every two years. If you do not have an LGCCC Identification Number, or your Identification Number will be expiring before the event takes place, you must apply/renew through the LGCCC first. The Borough cannot under any circumstance process your application before this step is followed.
- ❖ This application is **not** for Recreational Bingo. If you are operating Bingo solely for amusement and recreation, you may do so without a license and do not require approval. Recreational Bingo would mean:
 - No player or person furnishes something of value for the opportunity to participate.
 - The prize(s) to be awarded are of nominal retail value
 - No person is paid for conducting or assisting in the conduct of the game
 - “The holding, operating and conducting of games of chance solely for amusement and recreation shall not involve the use of any device into which currency, coins or tokens may be inserted or from which currency, coins or tokens, or any receipt for monetary value, can be dispensed or which, once provided to a person participating in bingo, is capable of communicating with other such devices.”
- ❖ No game may be conducted where alcoholic beverages are sold, dispensed or consumed during the period of the commencement of the first and the conclusion of the last bingo game of the occasion, except as follows:
 - Alcoholic beverages may be sold or served during bingo games held on the licensed premises of the holder of a plenary retail consumption license pursuant to N.J.S.A. 33:1-12, as long as the holder of the plenary retail consumption license is licensed as an approved renter pursuant to N.J.S.A. 5:8-49.3 and N.J.A.C 13:47-14.2.
- ❖ Each Registered Organization must maintain a bank account within a State or Federal chartered banking institution, in 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.

- ❖ On the application, it will ask you to designate an officer, or multiple officers. These will be members of your organization who will be in full charge of, and responsible for, the proper utilization of the entire net proceeds of the games of chance in accordance with the law.
 - The member (or members) in charge shall supervise all activities on the occasion for which they are in charge and shall be responsible for making for required Report of Operations (Report of Operations is discussed later in this guide).
- ❖ For one Bingo License:
 - Bingo shall not be conducted more often than six (6) days in any calendar month, and not be conducted more often than seventy-two (72) days in any calendar year.
 - The duration of a Bingo License cannot exceed one year.
- ❖ Please kindly note the timelines throughout this guide. The timelines are set by the State of New Jersey and cannot be expedited or changed, so please plan accordingly.

What to Bring to Borough Hall

- ❖ When you drop off your application, you must bring the following items to Borough Hall:
 - Four (4) identical notarized copies of your completed application
 - Your Organization's LGCCC Registration Form, which contains your ID number.
 - The Fee:
 - Check payable to "Legalized Games of Chance Control Commission" in the amount of \$20 for each occasion any game or games of bingo will be played under the license
 - The Borough of Seaside Park charges a municipal fee equal to that due to the State; **however, the Borough of Seaside Park waives the municipal fee for non-profit organizations**
 - *Senior Organizations conducting a raffle exclusively for active members of the organization are not required to pay a fee.*
 - If you are renting the premises, a Certificate of the Landlord shall be obtained from the Landlord and attached to the application (form 10A).

The Approval Process

- ❖ Applications must be received by the Municipal Clerk at least 7 days prior to the next Governing Body meeting. If the next Governing Body 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. *This is a State Law.*

- ❖ From the next business day after receiving approval from the Governing Body, the Municipal Clerk's Office will send your application to the Legalized Games of Chance Control Commission (LGCCC).
- ❖ The LGCCC has 14 days to review your application. If no objections are raised after day 14, the Municipal Clerk will issue your Bingo License and transmit it to you.

Day(s) of the Game

- ❖ The Bingo License that was issued to you must be displayed conspicuously during the playing and operation of the game.
- ❖ The LGCCC will provide you with a sign that says "Is gambling a problem for you or someone in your family? Dial 1/800-GAMBLER." This sign must be displayed conspicuously during the playing and operation of the game.
- ❖ You must have a sign stating that persons under the age of 18 are prohibited from purchasing tickets, and it must be displayed conspicuously during the playing and operation of the game.

After the Game (Report of Operations)

- ❖ The Bingo/Raffle Report form is available on the LGCCC website and can also be accessed by request through the Municipal Clerk.
- ❖ The report shall contain the following information:
 - Gross receipts derived from each game
 - Expenses incurred or paid, to whom paid, and a description of the merchandise purchased, or the services rendered
 - Net profit from each game and the uses to which the net profit has been or will be applied; and
 - A list of prizes offered or given and their respective values
- ❖ One (1) report must be completed, signed, notarized, and filed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, NJ 07101. A copy of this report should be retained for your own files.
- ❖ The report must be submitted to the LGCCC no later than the fifteenth (15th) day of the calendar month immediately following the calendar month in which the licensed activity

was held, operated or conducted. (Example: If your event was held on January 31st, it must be submitted by February 15th).

❖ **Failure to submit your Report of Operations to the LGCCC will result in the State denying future licenses to your organization.**

If you have any questions, please do not hesitate to reach out to us. We are here to help you and want to make sure the process is as stress-free as possible.



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 Bingo License

Application No. **BA** _____
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. List date(s) and hours for games:

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

4. Address of place where bingo will be played:

- a. Does the applicant own the premises or regularly occupy them for its general purposes? Yes No
- b. If "No," from whom will the applicant rent the premises?
Name _____ Address _____
- c. If premises are to be rented, attach Form 10, "Statement of Landlord."

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

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	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 Bingo 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 Bingo 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. All prizes offered for games conducted on a single occasion will not exceed the limit on the sum or retail value of prizes as provided by the Bingo Licensing Law (N.J.S.A. 5:8-25 et seq.) and N.J.A.C. 13:47-6.16 and 13:47-7.2.
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.



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, P.O. Box 46000
 Newark, N.J. 07101
 (973) 273-8000

LGCCC Form 10-A
Statement of Landlord

(To be attached to each copy of the Bingo Application when premises are rented.)

 Name of the organization to conduct bingo

 Address

 Identification number

State of: _____

County of: _____

I, _____, being duly sworn on my oath depose and say that :

1. I am an authorized officer, namely the _____ of _____, in which the lessor of the premises to be rented, described in the annexed application.
2. The address of the lessor is: _____
3. The rent to be charged and paid for the premises is \$ _____ for each occasion, including facilities, fixtures and equipment.
4. (Complete the applicable clause)
 - A. The lessor is licensed to conduct bingo holding License No. _____ issued by the Governing Body of _____.
 - B. The lessor is licensed as a rentor holding License No. _____.
5. The rental to be charged and paid is reasonable and is not in excess of the rental ordinarily charged for the use of the premises other than for games of chance.
6. I understand that no charge may be made on a percentage basis, or according to the number of persons attending, and that bingo equipment may not be leased for a charge.
7. Attached to this statement there is a copy of the Lease Agreement.

 Signature of Authorized Officer

Sworn and subscribed to before me this _____

day of _____, _____
 Month Year

 Name of Notary Public (please print)

 Signature of Notary Public

Affix Seal Here