



RAFFLE & BINGO LICENSE APPLICATION PROCEDURES

PLEASE MAKE SURE ALL INFORMATION IS
SUBMITTED IN A TIMELY MANNER IN ORDER
TO FACILITATE YOUR LICENSE!
APPLICATIONS NOT RECEIVED IN THE TIME
REQUESTED WILL NOT BE PROCESSED!



SCHEDULE OF FEES

On Premise 50/50 Raffle: On premise is defined as: Tickets are only sold at the time and the place of the drawing and winner must be present. No fees should be submitted since the applicant cannot determine if the value of the prize(s) exceeds \$400.00. If the proceeds exceed \$400.00 please submit a check to the LGCCC in the amount of \$20.00 for each day on which a drawing(s) is to be conducted under the license.

On Premise Merchandise Raffle: If the value of the prize should exceed \$400 or more it requires a per day or per event \$20.00 check made payable to the Borough of Allendale and a \$20.00 check made payable to the Legalized Games of Chance Control Commission (LGCCC).

Off Premise 50/50 Raffle: Off premise is defined as: Tickets sold in advance of the drawing and winners need not be present to win. This requires a \$20.00 check made payable to the Borough of Allendale and a \$20.00 check made payable to the LGCCC. If the retail value of the prize(s) awarded exceeds \$1,000.00 an additional \$20.00 per thousand or part thereof, is to be paid upon filing the reports of operations. SAMPLE TICKET REQUIRED

Off Premise Merchandise Raffle: Requires a \$20.00 check made payable to the Borough of Allendale and a \$20.00 check made payable to the LGCCC. If the RETAIL value of the prize awarded exceeds \$1,000.00, an additional \$20.00 for each \$1,000.00 or part thereof is to be paid to the Borough of Allendale and the LGCCC upon submission of application. SAMPLE TICKET REQUIRED

Instant Raffles: Requires a check for \$20.00 payable to the Borough of Allendale and a check for \$20.00 payable to the LGCCC for each day on which the instant raffle tickets are sold or offered for sale. For a one (1) year license a check of \$750.00 is payable to the Borough of Allendale and another check of \$750.00 should be made payable to the LGCCC upon submission of application.

Bingo: Requires a check for \$20.00 payable to the Borough of Allendale and an additional check for \$20.00 payable to the LGCCC PER BINGO DATE.

Carnival Games or Wheel & Non Draw Wheel : Requires a \$20.00 check payable to the Borough of Allendale and a \$20.00 check payable to the LGCCC for each game or wheel held on any one day, or any series of consecutive days not exceeding 6 at one location.

Special Door Prize Raffle: Requires NO FEE and NO LICENSE, the merchandise can be donated or purchased and has a retail value of \$200.00 or less. NOTE: Can be conducted with other raffles.

Calendar Raffle: RAFFLE 1 MONTH MINIMUM. Requires a \$20.00 check payable to the Borough of Allendale and a \$20.00 check payable to the LGCCC. If the retail value of prizes awarded exceeds \$1,000.00, checks must include additional fees in the amount of \$20.00 for each \$1,000.00 or part thereof over the initial \$1,000.00.

Golf Hole-In-One: Fees determined by Prizes.

Armchair Race: Requires a \$50.00 check payable to the Borough of Allendale and an additional 50.00 check payable to the LGCCC (per licensed day of operation) No Money Prizes- Merchandise /Gift Cards and Form 13 submitted with application.

Casino Nights or Texas Hold 'Em: Requires a check for \$100.00 payable to the Borough of Allendale and a \$100.00 check payable to the LGCCC (per occasion)

No Money Prizes: Merchandise/Gift Cards and Form 13 submitted with application.



INITIAL APPLICATION TO REGISTER AN ORGANIZATION

Every organization interested in conducting bingo or raffles or allowing its members to assist a licensed affiliated organization, must first apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club, it issues to it a registration certificate reflecting its registration identification number.

Once registered with the Legalized Games of Chance Control Commission, the organization must file a license application(s) for each separate type of game of chance it intends to conduct from the appropriate municipality where the games are to be held. Upon doing so the organization must exhibit their registration certificate to the municipal clerk when submitting their license application.

Raffle and Bingo licenses are to be conspicuously displayed in the area/room where the games are held.

"Qualified organization" means a bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club organized as a non-profit or religious organization which supports one of the 'authorized purposes,' defined at N.J.A.C. 13:47-1.1.

"Registered organization" means an organization which has applied for, received and possesses a valid registration certificate bearing an identification number issued to it by the Legalized Games of Chance Control Commission. Only a registered organization is qualified, within the meaning of N.J.S.A. 5:8-60.3, to conduct raffles.

The Charitable Registration and Investigation Act of 1994 requires certain groups organized as a 501(c)(3) entity or which raise money for charitable purposes to register with the Division of Consumer Affairs - Office of Consumer Protection's Charities Registration Section. To check whether your organization is required to register with the Section, you can call (973) 504-6215 or click the above link.

- Initial Affidavit and Application for Biennial Registration
This form is used by organizations other than senior citizens clubs or associations, that wish to conduct bingo games or raffles.

- Initial Affidavit and Application for Senior Citizen Club Biennial Registration
This form is used by senior citizen clubs or associations that wish to conduct bingo games or raffles.

APPLICATION PROCESS

Please complete four (4) Raffle/Bingo applications per event, providing original signatures of officers & members in charge and **notarized (all 4 copies)**.

Show original valid registration certificate issued by the Legalized Games of Chance Control Commission.

Submit four (4) copies of sample ticket (OFF PREMISE MERCHANDISE & 50/50 RAFFLES ONLY)

Applications must be completed and submitted to the Borough Clerk's office.

Upon Approval by the Borough of Allendale, the application and applicable fees are forwarded to the Legalized Games of Chance Control Commission (LGCCC) for approval.

Licenses will be issued approximately 14 calendar days after the Borough Clerk's approval, unless it has been rejected by the LGCCC, pursuant to N.J.A.C. 13:47-4.3

Upon completion of a Raffle or Bingo, the reports of operations shall be sent to the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the Bingo/Raffle was held. A copy of this report should be sent to the Borough as well.

AFTER THE EVENT

Games of Chance Operations Report The Report of Operations shall be filed by the licensee with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held. If the Report of Operations is not filed any future applications will be denied by the LGCCC. Please provide a copy to the municipal clerk as well.

For more information on raffles and the necessary fillable forms, please visit the website below:
<https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>

ANY QUESTIONS REGARDING
RAFFLES AND BINGOS, CONTACT
THE OFFICE OF THE BOROUGH CLERK
AT 201-818-4400 EXT. 216