

TOWNSHIP OF WEST ORANGE
Office of the Municipal Clerk
66 Main Street, Room 101
West Orange, NJ 07052
Tel: (973) 325-4155 Fax: (973) 731-1196

INSTRUCTIONS:

Off Premise Raffles – Merchandise - Printed tickets sold prior to event:

4 copies of application with **Original Signatures on all 4 & Notarized**
Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
1 copy of sample ticket
Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$20/per thousand of prize value - check made payable to:
LGCCC (Legalized Games of Chance Control Commission)
\$20/per thousand of prize value - check made payable to:
Township of West Orange

Note: Based on total prize value, calculate \$20 for each \$1,000 of prize amount
(i.e. if value is \$1,001.00, the check amounts would be \$40.00)

Note: Information on sample ticket **must** state the following:
"No substitution of the offered prize will be made"
"No cash will be given in lieu of prize"

Off Premise Raffles – 50/50 - Printed tickets sold prior to event:

4 copies of application with **Original Signatures on all 4 & Notarized**
Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
1 copy of sample ticket
Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$20 - check made payable to:
LGCCC (Legalized Games of Chance Control Commission)
\$20 - check made payable to:
Township of West Orange

Sample Ticket Forms for Off Premise Raffles are available in Clerk's office

On Premise 50/50 Raffle – 50/50 roll of tickets sold at event only; not prior

4 copies of application with **Original Signatures on all 4 & Notarized**
Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
Original Biannual Registration Identification card issued by the LGCCC

Note: No checks necessary in advance

Organization will file Raffle Report of Operations after event. If monies are owed, LGCCC will send a bill. Both the LGCCC and the Township are owed the additional monies.

On Premise Tricky Tray, Basket Bonanza, Merchandise Raffle

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$20/per thousand of prize value - check made payable to:

LGCCC (Legalized Games of Chance Control Commission)

\$20/per thousand of prize value - check made payable to:

Township of West Orange

Note: After filing the report of operations with the State, which is due the 15th of the following month after the raffle, if additional money is owed, LGCCC will follow up with your organization. Please note that whatever is owed to the State is also owed to the Township. If a report of operations is not filed with the State after your event, the State will not issue any future authorizations for licenses to your organization.

Silent Auctions – Send request letter (1 month prior to event) to Township Attorney Richard Trenk. 66 Main Street, West Orange with copy to Township Clerk, 66 Main Street, West Orange

1 check for \$50 made payable to **Township of West Orange**

1 \$1000. Check made payable to the **Township of West Orange** for security purposes, which will be returned to the organization after the event - (Refer to Township Code Licensing Ordinance (Chapter V, Section 5-5). A copy will be provided upon request.

Casino Night – **Note: Must** attach Form 13 (Equipment Supplier)

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$100 - check made payable to:

LGCCC (Legalized Games of Chance Control Commission)

\$100 - Check made payable to:

Township of West Orange

Note: Prizes Allowed- Merchandise only

Night at the Races – **Note: Must** attach Form 13 (Equipment Supplier)

Pre-recorded events – cassettes are rented – Play money only.

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$50 - check made payable to:

LGCCC (Legalized Games of Chance Control Commission)

\$50 - check made payable to:

Note: Prizes Allowed- Merchandise only

Duck Race – Prizes-Merchandise only – Ducks are assigned numbers; winner at finish line

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

\$20/per thousand value - check made payable to:

LGCCC (Legalized Games of Chance Control Commission)

\$20/per thousand value - check made payable to:

Township of West Orange

Note: Based on total prize value, calculate \$20 for each \$1,000 of prize amount (i.e. if value is \$1,001.00, the check amounts would be \$40.00)

Calendar Raffle – usually large organizations – off premise application

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

1 copy of sample ticket in format of calendar - prizes under each calendar date –

Minimum of 3 months required

2 matching amount checks:

\$20/per thousand value - check made payable to -

LGCCC (Legalized Games of Chance Control Commission)

\$20/per thousand value - check made payable to

Township of West Orange

Non-draw raffle – Festivals and Carnivals – **Must** attach Form 13 (Equipment Supplier)
Board games, wheel games, trailer games

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)

Part F: 1 Member in charge of event (affidavit or background check required)

1 copy of sample ticket

Original Biannual Registration Identification card issued by the LGCCC

2 matching amount checks:

Fee: \$20/game (3 games in trailer = \$60.00)

Checks payable to: LGCCC & Township of West Orange

Hole in one Golf License

4 copies of application with **Original Signatures on all 4 & Notarized**

Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
1 copy of sample ticket
Original Biannual Registration Identification card issued by the LGCCC
Fee: No fee for grand prize
\$20/per thousand (ancillary prize only)
Checks payable to: LGCCC & Township of West Orange

PULL-TABS - Instant Raffle Ticket – 7 days a week

4 copies of application with **Original Signatures on all 4 & Notarized**
Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
1 copy of sample ticket
Original Biannual Registration Identification card issued by the LGCCC
Fee: \$20/day – yearly license \$750.
Checks payable to: LGCCC & Township of West Orange

Bingo Raffle

4 copies of application with **Original Signatures on all 4 & Notarized**
Part E: 1 Officer (affidavit or background check required)
Part F: 1 Member in charge of event (affidavit or background check required)
1 copy of sample ticket
Original Biannual Registration Identification card issued by the LGCCC
Bingo – can be held six (6) times a month
Fee: \$20 per occasion (i.e. 52 weeks @\$20/occasion = \$1,040)
Checks payable to: LGCCC & Township of West Orange

Prior to conducting any of the various types of raffles, organizations shall first be registered and maintain a valid identification number issued by the Commission. Once this is achieved, the organization may proceed to file a Raffle License Application(s) for each specific type of raffle with the municipality which the game of chance is to be held. Upon doing so the organization must exhibit their identification card to the municipal clerk each time a Raffle License Application is submitted.

The license(s) is to be conspicuously displayed in the area/room where the game(s) are to be held.

All equipment utilized in the conduct of raffles are to be purchased/leased from a licensed raffle equipment provider. A list of current licensed providers can be obtained by contacting the Commission.

PRIZES –

Bingo, 50/50 Raffles, Calendar and Pull Tabs – **Cash Only**

Must be 21 years of age to participate in games of chance.

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. Special door prize raffle cannot be conducted when other games of chance are being conducted, held or operated.

Raffle Applications should be submitted at least **one month** prior to event. **The State requires a 15 business day waiting period before the license can be released-there are no exceptions to this.**

Background Check – Background checks are required for each application filed with the Clerk’s Office through the applicant’s local police department. The application is included with this packet and should be returned to the Clerk’s Office with the application.

Requirement

Part E: 1-Officer (original signature on all applications & notarized) (affidavit or background check required)

Part F: 1-Member in Charge (original signature on all applications & notarized) (affidavit or background check required)

Any Questions, please contact the Township Clerk’s office at 973-325-4155. Completed/Signed background check forms can be returned to our fax number at 973-731-1196.