

TOWNSHIP OF WEST ORANGE
Office of the Municipal Clerk
66 Main St., W. Orange, NJ 07052
Tel: (973) 325-4155 Fax: (973) 731-1196

Off Premise Raffles – prize(s) on printed tickets to be sold **before** event:

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

Part E: 1 Officer

Part F: 1 Member in charge of event

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 to be sold **before** event

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

Part E: 1 Officer

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

1 copy of sample ticket

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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

Part F: 1 Member in charge of event

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)

Part F: 1-Member in Charge (original signature on all applications & notarized)

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.

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 Merchandise Raffle

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

Stub

Ticket

Name _____		
Address _____		
City _____	State _____	ZIP code _____
Telephone Number _____		
NJ LGCCC Identification# _____		
Municipal RL # _____		
NJ LGCCC Identification # _____		
Municipal RL # _____		
Name of Organization _____		
List of Prizes _____		
Retail Values _____		
Date of Drawing _____	Location of Drawing _____	
Time of Drawing _____		
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."		
Price of Ticket _____	Ticket # _____	

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 Raffle Awarding Cash

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

Stub	Ticket
<p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>ZIP code _____</p> <p>Telephone Number _____</p> <p>NJ LGCCC Identification# _____</p> <p>Municipal RL # _____</p>	<p>Municipal RL # _____</p> <p>Name of Organization _____</p> <p style="text-align: center;">50/50</p> <p style="text-align: center;">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> <p>Date of Drawing _____</p> <p>Location of Drawing _____</p> <p>Time of Drawing _____</p> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <p>Price of Ticket _____</p> <p>Ticket # _____</p>

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.

BACKGROUND CHECK

To: Applicants for Licenses Issued by the West Orange Municipal Clerk

Please take this form to your local police department for a background check. After completing the background check, please return the form, with the Chief of Police/Designee's signature to the West Orange Municipal Clerk's office at 973-731-1196 (fax). Thank you.

Type of Raffle: _____ Date of Raffle: _____

Location of Raffle: _____

Name of Organization: _____

Name: _____ Social Security Number: _____

Address: _____ Date of Birth: _____

_____ Zip Code: _____

Phone: _____

Do Not Write Below This Line

A search of our criminal record files indicates that the above-named individual has not been brought to our attention:

Comments: _____

Municipality: _____

Signature: Police Chief/Designee

Date

(This form may be duplicated)



New Jersey Office of 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

Instructions for Filing the Raffle Report of Operations

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state their name and title, and sign the document before a notary public.

Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles must be submitted along with a printer's certificate and a sample ticket. All reports on paper are to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail, EXCEPT FOR OFF-PREMISES 50/50 RAFFLES INVOLVING ADDITIONAL FEES. To employ this option, you must do a "SAVE AS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Raffle Report of Operations completed online must be e-mailed to the Commission at PetermanA@dca.lps.state.nj.us.

It is recommended that you maintain a copy of all reports as part of the organization's records.



New Jersey Office of 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

Raffle Report of Operations

Please print clearly.

Identification number _____

Municipality _____ License number _____

Name of licensee _____
 Organization _____

_____ Direct address City State ZIP code

Location of games _____

This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9, must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

Occasion 1 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		_____
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		_____
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

Occasion 2 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		_____
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		_____
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

Occasion 3 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		_____
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		_____
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

Occasion 4 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		_____
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		_____
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

