City of Hackensack Office of the City Clerk 65 Central Avenue Hackensack, NJ 07601 (201)646-3940 dkarlsson@hackensack.org

Raffles

This packet has been designed to assist registered organizations with the games of chance process. We have created and gathered forms and samples and simplified instructions for the purpose of streamlining this process.

This package is meant to be used simply as a guide. The State Legalized Games of Chance has full authority over games of chance.

It is important to visit the website for Legalized games of Chance for the most updated and current information. A comprehensive list of links and contact information has been provided on the next page.

Please feel free to contact the City of Hackensack Clerk's Office for further assistance when applying for games of chance. The office can be reached at (201)646-3940 or email the City Clerk at dkarlsson@hackensack.org.

Legalized Games of Chance Control Commission Contact Information and Important Links

Contact Information	
Legalized Games of Chance Phone Number	(973)273-8000
Legalized Games of Chance	PO Box 46000
Mailing Address	Newark, NJ 07101
Legalized Games of Chance	124 Halsey Street
Physical Address	Newark, NJ 07102

Website Links		
Home Page	www.njconsumeraffairs.gov/lgccc/pages/default.aspx	
LGCCC Registration Information	http://www.njconsumeraffairs.gov/lgccc/Pages/requestspeaker.aspx	
LGCCC Application and Forms	http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx	
Laws and Regulations	http://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx	
LGCCC Fees	http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx	
Registered Organizations, Licensed Dealers, Licensed Equipment Providers	http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx	

City of Hackensack Office of the City Clerk 65 Central Avenue Hackensack, NJ 07601 (201)646-3940

Checklist for Raffles Applicant

New Jersey Legalized Games of Chance Control Commission (LGCCC) has final say on all determinations for games of chance. The City of Hackensackacts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.

 Applications must be submitted at least 6 weeks prior to event. Be mindful of Council meeting dates Date Submitted
Contact information for application Name E-mail Phone Organization
 Application must be submitted in quadruplicate (4 copies) Each copy of the application must contain at least two (2) original signatures Each copy of the application must contain an original notary seal
 Copy of valid Registration card issued by LGCCC Must be valid through the date of Raffle License Number Expiration Date
• Date of Raffle
• Type of Raffle (50/50, Gift Auction, Calendar, Bingo)
 Is the Raffle On Premise of Off Premise (Please choose one) On Premise Tickets will only be sold at the event and Winner must be present to receive prize Off Premise Tickets can be sold prior to the event and Winner does not need to be present to receive prize
Sample ticket needs to be provided if the raffle is Off Premise
 Check for fees payable to Legalized Games of Chance Control Commission (LGCCC) For fee schedule, please visit http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx Common games of chance and corresponding fees are attached Check Number Amount
Check for fees payable to City of Hackensack Check Number Amount

Helpful Hints

- For more information, visit http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx
- Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the Town where the game is to be held.
- An organization must apply with the LGCCC to obtain a registration.
 - o Must be a "Qualified Organization"
 - 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.
- ➤ A Raffle Report of Operations must be submitted to the LGCCC no later than the 15th day of the calendar month immediately following the date of the licensed activity.
 - o Failure to file this report will result in future applications being denied
 - o The form can be found at http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx

Applications

This section contains:

- "Application for a Raffle License" Instructions
- Blank Application for a Raffle License
- "Application for a Bingo License" Instructions
- Blank Application for a Bingo License
- "Application to Amend a Game of Chance" Instructions
- Blank Application to Amend a Game of Chance

Frequently Asked Questions

This section contains:

- Checklist for Raffle Applicant
- Frequently Asked Questions about Games of Chance
- Prohibited Prizes of Games of Chance
- Common Reasons Applications are Denied
- Raffle Types and Associated Fees

Bingo

This section includes:

- "Application for a Bingo License" Instructions
- Blank Application for a Bingo License
- Statement of Landlord for Bingo

Sample Tickets

Please note that Sample Tickets are required for any game of chance that is considered OFF PREMISE. OFF Premise means the winner does not need to be present at time of drawing.

This section includes:

- "Sample Ticket for Off Premise 50-50" Instructions
- Blank Sample Ticket for Off Premise 50-50
- "Sample Ticket for Off Premise Merchandise Raffle" Instructions
- Blank Sample Ticket for Off Premise Merchandise Raffle

Report of Operations

Reports of Operation must be submitted on the 15th day of the calendar month immediately following the date of the licensed activity.

Failure to file this report on time will result in future games being denied by the State Legalized Games of Chance Control Commission.

This section includes:

- Report of Operations for Bingo
- Report of Operation for Raffles

Application for a Raffles 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. Name of municipality: Part A - General 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). Type of Raffle to be held Hours 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: Name and address of supplier



Applications need to be submitted in quadruplicate. Applications must be originals.

Copies of signature or notary seal will not be accepted

The name of the organization must <u>match exactly</u> the name on the Registration card issued from Legalized Games of Chance Control Commission.

The Type of Raffle should be noted here. The Legalized Games of Chance Control Commission has rejected applications because they believe the application is for a type of game the applicant is not applying for.

Make sure to state whether the game is considered ON premise or OFF premise. (Sample Ticket required if Off Premise)

Make sure to include the type of game. Please see raffle types and fee schedule for proper names.

Equipment and Premises rented and listed in the schedule of expenses MUST be approved by the Legalized Games of Chance Control Commission

Payment for prizes in a draw raffle must be made PRIOR to the date of drawing

The expenses listed in this section must be goods, wares or merchandise. SERVICES cannot be listed as an expense.

Part C - Schedule of Purposes

1.	The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:
2.	If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:
	"It is hereby certified that
	Name of organization
	will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."
	Date: Signature:
Pa	rt D - Schedule of Prizes
A o	description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, scribe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as posle the information requested below.
	Description of Prize Donated (Yes or No) Retail value
	□ Yes □ No
	Pes
_	
_	
	□ Yes □ No
	□ Yes □ No
	□ Yes □ No
	□ Yes □ No
	Yes □ No
	□ Yes □ No
_	Yes □ No
	□ Yes □ No
_	□ Yes □ No
	□ Yes □ No
	□ Yes □ No
	□ Yes □ No
	☐ Yes ☐ No

☐ Yes ☐ No

Organizations may donate the proceeds to another organization. This section must be completed and signed.

This does not mean the benefitting organization is "borrowing the license" or can operate without the licensed organization. They are merely benefitting from the collected proceeds.

This information will also need to be noted appropriately in the Raffle Report of Operations. Failing to do so will result in future denials.

The description of prizes must be listed in this section. This can vary from merchandise to "50% of the proceeds collected"

It is very important to make sure the prizes you are offering are not prohibited by the Legalized Games of Chance Control Commission to be awarded during games of chance.

Please review prohibited prizes

This is where you should note the **ANTICIPATED** value of the prizes.

The amount due for each game of chance is dependent on the anticipated and actual retail value of prizes awarded.

If no amount is put in this space, the Legalized Games of Chance Control Commission will assume the highest value for fee purposes.

(1) Office	Name of officer		Age
Residence address	Telephone No. inclu		
	Day	Evening	
(2) Office	Name of officer		Age
Residence address	Telephone No. inclu	de area code)	
	Day	Evening	
(3) Office	Name of officer		Age
Residence address	Telephone No. inclu	de area code)	
	Day	Evening	
(4) Office	Name of officer		Age
Residence address	Telephone No. @nctu	de area code)	
	Day	Evening	
Part F - Members of Applicant who will b		Telephone No. finclude	
Name of member in charge	Residence address	Day / Evening	
art G - Members of Applicant who will	assist in conducting the games		
Name of member	Res	sidence address	Age
art H - Names of other organizations w Name and address of org			entification No.
Tank and address of org			Tellion 100

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games.

Their information should be listed in order of best contact.

They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held.

They should be listed in order of best contact.

They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.

They must be a registered organization with the Legalized Games of Chance Control Commission.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey	1
County of	} s

We do hereby each make the following statement, under oath, with respect to the foregoing application:

- 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 6. 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.
- 1. The applicant (is) (is not) limited in its activities to the 5. For each occasion for which a license is sought, one or more o 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.
 - No commission, salary, compensation, reward or recompensa 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 professiona services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensec 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 limit prescribed by the Raffles Licensing Law.
 - 7. All statements in the foregoing application are true.

day of	, 20
(Notary Public (F	Print name)
Signature of No	tary Public
AFFIX SEAL	

Signature of Officer and Tale		
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.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL NOT be accepted!

An officer that was named in the previous section MUST sign this section and note their title. (Part E)

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should ALL sign in this section. (Part G)

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application for a Raffles 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: 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** Date **Hours Hours** 4a. Address of place where raffles will be played: Does the applicant own the premises or regularly occupy them for its general purposes? 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: Name and address of supplier **Item of Expense Purpose**

Part C - Schedule of Purposes			
The specific purpose(s) to which the entire net proceed manner in which they are to be so devoted, are:	ds of the games listed	in this applica	ation are to be devoted, and the
2. If any part of the net proceeds are to be devoted to a over to another organization which is exclusively deve executive officer to the following certificate:	ted to such purposes	, secure the si _{	gnature of its president or other
"It is hereby certified that	Name of organi	ization	
will accept from the licensee any part of the net proceed	eds of the games listed	d in this applic	cation to be turned over to it."
Date:	Signature:		
Part D - Schedule of Prizes			
A description of all prizes to be offered and given in all of describe the article and state the retail value; if prizes are sible the information requested below.	to be donated, indica	te that fact and	
Description of Prize	Donated (Y	es or No)	Retail value
	Yes	□ No _	
	Yes	□ No _	
	Yes	□ No _	
	\ _ _ Yes	□ No _	
	Yes	□ No _	
		□ No _	
	Yes	□ No _	
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	□ No _	
	Yes	□ No _	
	\(\subseteq \text{Yes} \)	□ No _	
		□ No _	
		□ No _	
		□ No _	
	Yes	□ No _	
		□ No _	
		□ No	
		□ No _	
		□ No _	

☐ Yes ☐ No

☐ No

☐ No

☐ Yes

☐ Yes

Name of officer	Name of officer		
Telephone No. (in	clude area code)		
Day	Evening		
Name of officer		Age	
Day	Evening		
Name of officer		Age	
Telephone No. (in	clude area code)		
Day	Evening		
Name of officer		Age	
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Day	Evening		
e in charge of the games			
Residence address	Day / Evening	Age	
	/		
	/		
	/		
	/		
assist in conducting the games			
1	Residence address	Age	
ose members will assist in condu	cling the games		
nose members will assist in conduction	How related Identification	n No.	
	Telephone No. (in Day Name of officer Telephone No. (in Day Name of officer)	Telephone No. (include area code) DayEvening Name of officer Telephone No. (include area code) DayEvening Name of officer Telephone No. (include area code) DayEvening Name of officer Telephone No. (include area code) DayEvening e in charge of the games Residence address	

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: The applicant (is) (is not) limited in its activities to the 5. For each occasion for which a license is sought, one or more of furtherance of one or more authorized purposes as defined the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, in the Raffles Licensing Law. and primarily responsible for, the conduct of the games. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving No commission, salary, compensation, reward or recompense 6. one or more "authorized purposes." will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the The applicant has received and used, and in good faith games, except to bookkeepers or accountants for professional expects to continue to receive and use, to further one or services not exceeding the amounts fixed by the Schedule more authorized purposes, funds from sources other than of Fees, as well as the compensation for the Licensed games of chance. Compensated Workers pursuant to N.J.A.C. 13:47-6A. No The conduct of the games on the occasion or occasions for prize may be offered and given in cash, except as otherwise which this application is made will be to raise and devote provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). the entire net proceeds to the authorized purpose described If a cash prize under certain circumstances is permitted by the in the application. 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 Signature of Officer and Title Signature of Member-in-Charge Notary Public (Print name) Signature of Member-in-Charge Signature of Notary Public Signature of Member-in-Charge Signature of Member-in-Charge AFFIX SEAL HERE

If more space is needed in any section of this application, insert extra sheets of paper.

Application for a Bingo License Application No. Bidentification No.

Application No. BA

Part A - 1. Na 2a. Str b. Ma				
Part A - 1. Na 2a. Str b. Ma	of municipality: General ame of applying organization;			
Part A - 1. Na 2a. Str b. Ma	General arms of applying organization:			
1. Na 2a. Str b. Ma	ame of applying organization:			
2a. Str b. Ma				
b. Ma	reet address of headquarters:			
3 Lie	ailing address (if different):			
J. L.	st date(s) and hours for games:			
	Date	Hours	Date	Hours
		V		(4
		5 (REEV.) 74	STREET ON	
-	# # # P P P P P P P P P P P P P P P P P			\ —
			18 27 78 7	\ <u> </u>
	11/201	\$ <u>[. \$ 45 </u> 8]		11
9 190	11 7 1 7 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1			- 11
4. Ac	ddress of place where bingo will b	e piayed:		
a. Do	oes the applicant own the premise	s or regularly occurs	them for its general nurnoses?	Yes No
	"No," from whom will the applica			
	ame	The state of the s	dress	
	premises are to be rented, attach F	- P1 - 4 - 48 III	The same of the sa	//
98051110004		om 10, Statement o	Landioid.	
art B -	Schedule of Expenses	(2-19) July	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
			ction with the games listed in this ap	
		Committee of the Commit	he purpose for which each item is to	
	Item of Expense	Name and ad	dress of supplier	Purpose



Applications need to be submitted in quadruplicate. Applications must be originals.

Copies of signature or notary seal will not be accepted

The name of the organization must **match exactly** the name on the Registration card issued from Legalized Games of Chance Control Commission.

Equipment and Premises rented and listed in the schedule of expenses MUST be approved by the Legalized Games of Chance Control Commission

Payment for prizes in a draw raffle must be made PRIOR to the date of drawing

The expenses listed in this section must be goods, wares or merchandise. SERVICES cannot be listed as an expense.

Part C - Schedule of Purposes

manner in which they are to be so devoted, are:

2.	If any part of the net proceeds are to be devoted to a purpose allowed by the Bingo Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:
	"It is hereby certified that
	Name of organization
	will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."
	Date: Signature:
Pai	rt D - Schedule of Prizes
stat	description of all prizes to be offered and given in all of the games listed in this application is as follows. (For cash prizes, te the amount; for merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact destimate as accurately as possible the information requested below.)
	Description of Prize Amount (for cash prizes) or Article (Additionally, please attach a schedule of the games to be conducted.)
	(Additionally, please attach a schedule of the games to be conducted.)
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1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the

The description of prizes must be listed in this section. This can vary from merchandise to "50% of the proceeds collected"

It is very important to make sure the prizes you are offering are not prohibited by the Legalized Games of Chance Control Commission to be awarded during games of chance.

Please review prohibited prizes

This is where you should note the **ANTICIPATED** value of the prizes.

The amount due for each game of chance is dependent on the anticipated and actual retail value of prizes awarded.

If no amount is put in this space, the Legalized Games of Chance Control Commission will assume the highest value for fee purposes.

Part E - Officers of Applicant			
Office	Name of officer	Residence a	Age
Part F - Members of Applicant who v	vill be in charge of the games		
Name of member in charge	Residence address		elephone No. (include area code)
Part G - Members of Applicant who	will assist in conducting the games		
Name of member		Residence address	Age
		1.2.4	
Part H - Names of other organization Name and address of		How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games.

Their information should be listed in order of best contact.

They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held.

They should be listed in order of best contact.

They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.

They must be a registered organization with the Legalized Games of Chance Control Commission.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey	1.
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 5. For each occasion for which a license is sought, one or more of 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 6. 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.
- 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.
- 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.I.A.C. 13:47-6.16 and 13:47-7.2.
- 7. All statements in the foregoing application are true.

_day of	, 20
(Notary Public	(Print name)
(Signature of N	lotary Public



Signature of Officer and Tale)		
Signature of Member-in-Charge		
Signature of Member-in-Charge		
Signature of Member-in-Charge		
Signature of the state of the state of		
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.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL NOT be accepted!

An officer that was named in the previous section MUST sign this section and note their title. (Part E)

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should ALL sign in this section. (Part G)

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application for a Bingo License

Application No. BA _	
Identification No	

lease	print clearly.		
Na	me of municipality:		
Part	A - General		
1. 2a. b.		ion: ers::	
3.	List date(s) and hours for gar Date	mes: Hours Date	Hours
- - -			
4.	Address of place where bing	go 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		<u> </u>
		be incurred or paid in connection with the games listed in this a	pplication, the names a
	esses of the persons to whom	each item is to be paid, and the purpose for which each item is to	
	Item of Expense	Name and address of supplier	Purpose
_			
_			
		·	

Pai	t C - Schedule of Purposes
1.	The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:
2.	If any part of the net proceeds are to be devoted to a purpose allowed by the Bingo Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:
	"It is hereby certified that
	will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."
	Date: Signature:
Pai	rt D - Schedule of Prizes
stat	escription of all prizes to be offered and given in all of the games listed in this application is as follows. (For cash prizes, e the amount; for merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact I estimate as accurately as possible the information requested below.)
	Description of Prize Amount (for cash prizes) or Article (Additionally, please attach a schedule of the games to be conducted.)
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Residence address	Age
Telephone No. (include area code)	Age
Residence address	Age
	cation No.
	Residence address n conducting the games

If more space is needed in any section of this application, insert extra sheets of paper.

icant and member(s) in charge		
l cc		
the following statement, under oath	, wit	th respect to the foregoing application:
nore authorized purposes as defined Law. If any license to it to conduct games ant was actively engaged in serving ed purposes." Reived and used, and in good faith a receive and use, to further one or oses, funds from sources other than the enes on the occasion or occasions for is made will be to raise and devote		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. 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. All statements in the foregoing application are true.
, 20 name) ublic	Signa	ature of Officer and Title ature of Member-in-Charge ature of Member-in-Charge ature of Member-in-Charge
	the following statement, under oath not) limited in its activities to the nore authorized purposes as defined Law. If any license to it to conduct games	the following statement, under oath, with not) limited in its activities to the proceeding authorized purposes as defined Law. If any license to it to conduct games and was actively engaged in serving ed purposes." It is even and used, and in good faith preceive and used, and in good faith preceive and use, to further one or coses, funds from sources other than the son the occasion or occasions for its made will be to raise and devote to the authorized purpose described 7. In the following statement, under oath, with the process and the serving serving serving edge. Signal Signa

If more space is needed in any section of this application, insert extra sheets of paper.

Application to Amend a



	Sul
A	
	off
Ser.	On

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

(License No.)
(Identification No.)

e print clearly.				
lame of municipalit	y:			
lame of applicant:				
Name of applicant: _		CATE O	-30	

1. Application is made to amend the above license as follows:



- 2. Additional proofs, signatures and verifications required for this amendment are attached.
- 3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: Signature of officer:

The statement on the reverse side must be signed and notarized



Applications need to be submitted in quadruplicate. Applications must be originals.

Copies of signature or notary seal will not be accepted

This is the license number provided by the municipality where the application was submitted. This number MUST be on the application to amend or the LGCCC will deny the application.

This is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the amended application, or the application will be denied.

The name of the organization must <u>match exactly</u> the name on the Registration card issued from Legalized Games of Chance Control Commission.

Describe the change you wish to make to the application previously submitted.

This can include, but is not limited to, date, time, location.

Please make sure to be specific as to what was on the original application and what the desired change is.

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:

- furtherance of one or more authorized purposes as defined in the Bingo Licensing Law or 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 this State 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.
- 1. The applicant (is) (is not) limited in its activities to the 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 or the Raffles Licensing Law, as the case may be, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
 - 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, 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. No prize greater in amount or retail value than authorized by law will be awarded in any single game.
 - 7. All statements in the foregoing application are true.

iame)
ublic

Signature of Officer and Tale		
Signature of Member-in-Charge		

If more space is needed in any section of this application, insert extra sheets of paper.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL NOT be accepted!

An officer that was named in the previous section MUST sign this section and note their title. (Part E of Original Application)

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should ALL sign in this section. (Part G of Original Application)

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application to Amend a

□ Bingo □ Raffles

License

(Please check one.)

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.

License No. ______

One copy will be returned.				
Please print clearly.				
Name of municipality:				
Name of applicant:				
Address:				
Street address	(a) [11]	City	State	ZIP code

1. Application is made to amend the above license as follows:



- 2. Additional proofs, signatures and verifications required for this amendment are attached.
- 3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: ______ Signature of officer: _____

Statement of Applicant and Member(s) in Charge

Sta	ss } ss		
Со	unty of		
We	e do hereby each make the following statement, under oa	ath, wi	th respect to the foregoing application:
 2. 3. 4. 	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 or the Raffles Licensing Law. Prior to the issuance of any license to it to conduct game of chance the applicant was actively engaged in this Statin serving one or more "authorized purposes." The applicant has received and used, and in good fair expects to continue to receive and use, to further one of more authorized purposes, funds from sources other that games of chance. 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.	es te 6. th or an	For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law or the Raffles Licensing Law, as the case may be, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games. 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, 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. No prize greater in amount or retail value than authorized by law will be awarded in any single game. All statements in the foregoing application are true.
Sw	orn and subscribed to before me thisday of	Sign	ature of Officer and Title
		Sign	ature of Member-in-Charge
	Notary Public (Print name)	Sign	ature of Member-in-Charge
	Signature of Notary Public		
		Sign	ature of Member-in-Charge
	AFFIX SEAL HERE	Sign	ature of Member-in-Charge

Raffle Frequently Asked Questions

1. How do I register with the Legalized Games of Chance Control Commission?

- a. According to the State website:
 - i. Every organization interested in conducting bingo or raffles or allow 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 orclub it issues to it a registration certificate reflecting its identification number.
 - ii. "Qualified organization" means a bona fide organization orassociation of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternalorganization, civic and service club, officially recognized volunteer firecompany, officially recognized first aid squad, and officially recognizedrescue squads, and senior citizens association or club.
 - iii. "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.

2. Is there a list of organizations that holds a LGCCC registration?

- a. The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website updated daily.
- b. Please visit http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx

3. Where do I apply for a game of chance Registration Card?

- a. Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission.
- b. This registration allows the holder to apply for each of their games in the municipality where they will be held
- c. HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING AND BEING APPROVED BY THE MUNICIPALITY IN WHICH THE GAMES ARE TO BE HELD.

4. Where do I apply for each game of chance

- a. You must apply in the town where the games are to be held or the winner willbe drawn.
- b. Each game must be applied for.
- c. There are no "blanket licenses"

5. Can I apply for a game of chance if my LGCCC registration has expired?

- a. No
- b. A copy of the valid registration must be submitted with the application.
- c. Registration must be valid through the date of the raffle in order for the application to be received by the office.

6. Does my application need to be notarized?

- a. Yes
- b. Applications need to be submitted in quadruplicate (4 copies)
- c. Each copy of the application MUST contain original signatures and original notary

7. Can I give 1 application in to have Hackensack make copies made?

a. No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.

8. What is the difference between On and Off Premise games of chance?

- a. On Premise means the winner of the prize needs to be present.
- b. Off Premise means the winner of the prize does not need to be present
 - i. Sample tickets ALWAYS need to be provided if off premise.

9. What needs to be on a Sample Ticket?

- a. Sample Tickets must have the following:
 - i. NJ LGCCC Registration ID number
 - ii. Name of the Organization
 - 1. This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC
 - iii. Description of Prize
 - iv. Location of Drawing
 - v. Date of Drawing
 - vi. Time of Drawing
 - vii. Price of Ticket
 - viii. Ticket Number
 - ix. Purpose to which proceeds will be devoted
 - x. Space for the Municipally Issued Raffle Number
 - xi. Space for purchasers information including but not limited to:
 - 1. Name
 - 2. Address
 - 3. Telephone number
- b. Please see sample tickets provided in packet.

10. When do I need to provide a Sample Ticket?

a. Sample tickets need to be provided for any game of chance that is considered OFF PREMISE.

11. What fees are associated with games of chance?

- a. The City of Hackensack charges different amounts based on the games.
 - i. Municipalities have the right to charge different amounts.
 - ii. Please review the rules, regulations and fees of the towns in which you wish to apply.
- b. The State LGCCC charges different amounts based on the game andanticipated prizes.
 - i. Please see included fee listing for assistance.

12. How long do I need to hand in the application in order for my raffle to be accepted?

- a. The City of Hackensack requests that applications are submitted at least 5 (Five) weeks prior to a game of chance's date of operation.
- b. This allows for the following:
 - i. The application must be submitted to the City to be approved by the Mayor and Council at a Council Meeting prior to being submitted to the Legalized Games of Chance ControlCommission
 - ii. The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a raffle
 - iii. If a holiday, unexpected closing, etc. occurs in this time, this timeline may be extended.
- c. It is important to get the application in as early as possible so that if an error is present, it can be corrected without affecting the date of the raffle.

13. My Application was rejected, who do I speak to?

- a. The municipality where you applied can be contacted to assist in correcting an application.
- b. The denial of an application always comes from the State.
- c. The State has the ultimate deciding power on whether an application is approved.

14. What is the Report of Operations?

- a. The report of operations is a form that needs to be completed and submitted to the State.
 - i. Some municipalities also require a completed report of operations be submitted
- b. The form may require additional fees based on the value of the prizes or the proceeds raised.
- c. Must be submitted no later than the 15th day of the calendar month following the date of the licensed activity.

15. Can I change the date of my game?

- a. Yes
- b. An application to amend a raffle license must be completed.
- c. Please see section in this packet regarding this application.

Prohibited Prizes

Cash or Money

- Except for
 - o 50/50 with the maximum prize amount not to exceed \$25,000 (twenty five thousand dollars)
 - O Calendar Raffle with the maximum prize amount not to exceed \$25,000 (twenty five thousand dollars)
 - o Bingo game
 - o Big 6 wheels
 - o Horse Race wheels
 - o Instant Raffle game with a maximum prize amount of \$500 for any one (1) ticket
- Merchandise refundable in any of the subsequent or as money or cash

Bonds



Real Estate

Securities or evidence of indebtedness



Shares of stock

Weapons



Live animals

• May give a certificate redeemable for live edible seafood

Foreign or Domestic Coins

- Except collector pieces
- Sets marketed as collector pieces and no intended as legal tender



Motor Vehicle Leases

Tobacco Products

Common Reasons Raffles are Denied

Sample Ticket not provided	Sample Tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of drawing
Sample Ticket filled out incorrectly	 Sample Tickets must have the following: NJ LGCCC Registration ID number Name of the Organization This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC Description of Prize Location of Drawing Date of Drawing Time of Drawing Price of Ticket Ticket Number Purpose to which proceeds will be devoted Space for the Municipally Issued Raffle Number Space for purchasers information including but not limited to: Name Address Telephone number
Incorrect Sample Ticket used	 Sample tickets must be altered depending on the type of game of chance being hosted Merchandise Raffles Must have disclaimer "No Substitution of the offered prize may be made and no cash will be given in lieu of the prize Must list prizes and retail values 50/50 Raffle Must have disclaimer "No substitution of the offered prize may be made" Must state that "This is a 50/50 cash raffle and the winner will receive 50% of the amount received" Please see Sample Ticket Section for more information
Raffle Report of Operations not completed	 Raffle Reports of Operation are due by the 15th of the calendar month after the date of the raffle This report must be completed in their entirety The form must be notarized Off Premise games must have a printers certificate and a sample ticket Additional fees when required
Proper Fees not included with Raffle Report of operations	 Some games will incur additional fees based on the amount These fees will need to be included with the report of operations otherwise future games will be denied
Name of Registered Organization does not match Application or Sample Ticket	The name on the Registration Card provided by the Legalized Games of Chance Control Commission is the ONLY way the organization name should be listed on the application or sample ticket. Any deviation will lead to a denial.
Incorrect fees	Please make sure to check the fee listing included in this packet to insure you are including the correct fees with your application

Hackensack Raffle Fees

The Legalized Games of Chance has the right to update fees at their discretion. This list is a guide to the fees due. Please confirm fees on the State Website.

If you do not see the game of chance listed below, please reference the LGCCC website for additional games and corresponding fees

http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx

Raffle Type	Off/On Premise Off Premise- Winner does not need to be present to claim prize On Premise- Winner needs to be present to claim prize	State Fee To be submitted at time of application	State Fee To be submitted with Raffle Report of Operation	City Fee
50/50	On Premise		\$20.00 per day IF the anticipated prize is in excess of \$400.	\$20.00
50/50	Off Premise	\$20.00	\$20.00 for each \$1,000 or part thereof in value of the awarded prize	\$20.00
Merchandise Raffle Gift Auction	On Premise	\$20.00 ONLY IF the value of the prize is anticipated to be over \$400		\$20 .00
Merchandise Raffle Gift Auction	Off Premise	\$20.00 for each \$1,000 or part thereof of the total retail value of the prizes		Same as the State
Non Draw Raffle Big Wheel, Nonprofit Carnival Games	N/A	\$20.00 for each game or wheel held on any one day.		\$20. 00
Bingo	N/A	\$20.00 for each occasion		\$20.00 for each occasion
Duck Race		\$20.00 for each \$1,000 or part of the total retail value of the ancillary prize(s) offered		Same as the State
Calendar Raffle		\$20.00 for each \$1,000 or part thereof of the total retail value of the prizes		Same as the State
Instant Raffle Game		\$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750 for a one year license to sell or to offer for sale instant raffle tickets during that year.		Same as the State

Application for a Bingo License Application No. Bidentification No.

Application No. BA

larra		to the Municipal Clerk's	office in the municipality where the ga	mes will be conducte
	print clearly.			

Part	A - General			
1.	Name of applying organization:			
	Street address of headquarters:			
b.	Mailing address (if different):			
3.	List date(s) and hours for games:			
	Date	Hours	Date	Hours
		~		
		3 (ROBERT / 19		
				\
			14 27 PR 1	
		14 42 25 11		11
4.	Address of place where bingo will be	e played:		31
	1172 149			
a.	Does the applicant own the premises	s or regularly occupy	them for its general purposes?	Yes 🗆 No
а. b.		22	them for its general purposes?	Yes 🛮 No
****	Does the applicant own the premises If "No," from whom will the applicant Name.	nt rent the premises?	them for its general purposes?	Yes 🔲 No
***	If "No," from whom will the applican	nt rent the premises?	dress	Yes No
b. с.	If "No," from whom will the applicant	nt rent the premises?	dress	Yes 🔲 No
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Addiction 10, "Statement o	dress f Landlord."	
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement o	dressf Landlord." ction with the games listed in this ap	plication, the name
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." ction with the games listed in this ap	plication, the name
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:
b. c. Part	If "No," from whom will the applicant Name	nt rent the premises? Add form 10, "Statement of red or paid in connecting is to be paid, and the	dressf Landlord." etion with the games listed in this ap ne purpose for which each item is to	plication, the name be paid, are:



Applications need to be submitted in quadruplicate. Applications must be originals.

Copies of signature or notary seal will not be accepted

The name of the organization must **match exactly** the name on the Registration card issued from Legalized Games of Chance Control Commission.

Equipment and Premises rented and listed in the schedule of expenses MUST be approved by the Legalized Games of Chance Control Commission

Payment for prizes in a draw raffle must be made PRIOR to the date of drawing

The expenses listed in this section must be goods, wares or merchandise. SERVICES cannot be listed as an expense.

Part C - Schedule of Purposes

manner in which they are to be so devoted, are:

2.	If any part of the net proceeds are to be devoted to a purpose allowed by the Bingo Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:				
	"It is hereby certified that				
	Name of organization				
	will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."				
	Date: Signature:				
Pai	rt D - Schedule of Prizes				
stat	description of all prizes to be offered and given in all of the games listed in this application is as follows. (For cash prizes, te the amount; for merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact destimate as accurately as possible the information requested below.)				
	Description of Prize Amount (for cash prizes) or Article (Additionally, please attach a schedule of the games to be conducted.)				
	(Additionally, please attach a schedule of the games to be conducted.)				
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1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the

The description of prizes must be listed in this section. This can vary from merchandise to "50% of the proceeds collected"

It is very important to make sure the prizes you are offering are not prohibited by the Legalized Games of Chance Control Commission to be awarded during games of chance.

Please review prohibited prizes

This is where you should note the **ANTICIPATED** value of the prizes.

The amount due for each game of chance is dependent on the anticipated and actual retail value of prizes awarded.

If no amount is put in this space, the Legalized Games of Chance Control Commission will assume the highest value for fee purposes.

Part E - Officers of Applicant			
Office	Name of officer	Residence a	Age
Part F - Members of Applicant who v	vill be in charge of the games		
Name of member in charge	Residence address		elephone No. (include area code)
Part G - Members of Applicant who	will assist in conducting the games		
Name of member		Residence address	Age
		1.2.4	
Part H - Names of other organization Name and address of		How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games.

Their information should be listed in order of best contact.

They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held.

They should be listed in order of best contact.

They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.

They must be a registered organization with the Legalized Games of Chance Control Commission.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey	1.
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 5. For each occasion for which a license is sought, one or more of 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 6. 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.
- 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.
- 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.I.A.C. 13:47-6.16 and 13:47-7.2.
- 7. All statements in the foregoing application are true.

_day of	, 20
(Notary Public	(Print name)
(Signature of N	lotary Public)



Signature of Officer and Tale)		
Signature of Member-in-Charge		
Signature of Member-in-Charge		
Signature of Member-in-Charge		
Signature of the state of the go		
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.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL NOT be accepted!

An officer that was named in the previous section MUST sign this section and note their title. (Part E)

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should ALL sign in this section. (Part G)

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application for a Bingo License

Application No. BA _	
Identification No	

lease	print clearly.		
Na	me of municipality:		
Part	A - General		
1. 2a. b.		ion: ers::	
3.	List date(s) and hours for gar Date	mes: Hours Date	Hours
- - -			
4.	Address of place where bing	go 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		<u> </u>
	-	be incurred or paid in connection with the games listed in this a	pplication, the names a
	esses of the persons to whom	each item is to be paid, and the purpose for which each item is to	
	Item of Expense	Name and address of supplier	Purpose
_			
_			
		·	

Pai	t C - Schedule of Purposes
1.	The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:
2.	If any part of the net proceeds are to be devoted to a purpose allowed by the Bingo Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:
	"It is hereby certified that
	will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."
	Date: Signature:
Pai	rt D - Schedule of Prizes
stat	escription of all prizes to be offered and given in all of the games listed in this application is as follows. (For cash prizes, e the amount; for merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact I estimate as accurately as possible the information requested below.)
	Description of Prize Amount (for cash prizes) or Article (Additionally, please attach a schedule of the games to be conducted.)
-	
_	
-	
-	
_	
_	
-	
_	
_	
_	
_	
_	
_	

Residence address	Age
Telephone No. (include area code)	Age
Residence address	Age
	cation No.
	Residence address n conducting the games

If more space is needed in any section of this application, insert extra sheets of paper.

icant and member(s) in charge		
l cc		
the following statement, under oath	, wit	th respect to the foregoing application:
nore authorized purposes as defined Law. If any license to it to conduct games ant was actively engaged in serving ed purposes." Reived and used, and in good faith a receive and use, to further one or oses, funds from sources other than the enes on the occasion or occasions for is made will be to raise and devote		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. 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. All statements in the foregoing application are true.
, 20 name) ublic	Signa	ature of Officer and Title ature of Member-in-Charge ature of Member-in-Charge ature of Member-in-Charge
	the following statement, under oath not) limited in its activities to the nore authorized purposes as defined Law. If any license to it to conduct games	the following statement, under oath, with not) limited in its activities to the proceeding authorized purposes as defined Law. If any license to it to conduct games and was actively engaged in serving ed purposes." It is evived and used, and in good faith preceive and used, and in good faith preceive and use, to further one or coses, funds from sources other than the son the occasion or occasions for its made will be to raise and devote to the authorized purpose described 7. In the following statement, under oath, with the process and the solution of the purpose as defined Law. 5. Signal Sig

If more space is needed in any section of this application, insert extra sheets of paper.

LGCCC Form 10-A

STATEMENT OF LANDLORD

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

Nam	ne of the	e organization to conduct bingo	
Ivali	ic of the	e organization to conduct oringo	
A 11			
Add	ress		Identification No.
State	e of Nev	w Jersey	
~	2	:§	
Cou	nty of		
Ι		¥	, being duly sworn on my oath depose and
say t	hat:		
1.	I am	an authorized officer, namely the	of
		S S	, in which the lessor of the premises to
	be re	ented, described in the annexed applic	ation.
2.	The:	address of the lessor is:	
3.	The inclu	rent to be charged and paid for the pre ading facilities, fixtures and equipmen	emises is \$ for each occasion, it.
4.	(Con	mplete the applicable clause)	
	A.		singo holding License No issued by the
		Governing Body of	
	В.	The lessor is licensed as a rentor h	olding License No.
5.	The r		nable and is not in excess of the rental ordinarily
5.	I und perso	derstand that no charge may be made ons attending, and that bingo equipment	on a percentage basis, or according to the number of nt may not be leased for a charge.
7.	There	e is attached to this statement a copy of	of the Lease Agreement.
Swor	n & Sub	oscribed before me	
his		day of,	
_	28		
Siona	ture of	Notary Public	

Sample Ticket Off Premises Raffle Awarding Cash N.J.A.C. 13:47-8.8



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.

Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

This information must match the information supplied on the application regarding the game of chance.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This statement must be included on all **Off Premise Raffles Awarding Cash**

The name of the organization that is listed on the registration card issued by the LGCCC

The name of the organization must be written exactly as it appears on the Registration card.

Any Alteration will be denied by the LGCCCC

Sample Ticket Off Premises Raffle Awarding Cash N.J.A.C. 13:47-8.8

Stub					Ticket		
		 		SL #	NJ LGCCC Identification #	 Municipal RL #	
		ZIP code	er	Municipal RL		Organization /50	
Name	Address	Address State	Telephone Number		This is a 50/50 cash will receive 50% of t	raffle and the winner the amount received ghts to participate	
	Location o					of Drawing	
		City		NJ LGCCC Identification#	Date of Drawing	Time of Drawing	
				NJ LG	•	proceeds will be devoted ered prize may be made."	
Ticket #				 	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 Merchandise Raffle N.J.A.C. 13:47-8.7

Stub	Ticket	
Address City State ZIP code Telephone Number Municipal RL #	NJ LGCCC Identification # Name of Org List of Prizes Location of Date of Drawing Purpose to which entire pri "No substitution of the offer and no cash will be given	Retail Values Drawing Time of Drawing occeeds will be devoted red prize may be made

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.

Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

This information must match the information supplied on the application regarding the game of chance.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This statement must be included on all **Off Premise Merchandise Raffle Tickets**

The name of the organization that is listed on the registration card issued by the LGCCC

The name of the organization must be written exactly as it appears on the Registration card.

Any Alteration will be denied by the LGCCCC

Sample Ticket Off Premises Merchandise Raffle N.J.A.C. 13:47-8.7

Stub					Tic	cket			
					 NJ LGCCC Identification #	 Municipal RL #			
		ZIP code	_ o	Municipal RL	Name of	Organization			
Name	Address	State	Telephone Number	tion#	List of Prizes	Retail Values			
	Si Sieph				S	eleph	tifica -	Location	n of Drawing
			 -	CC Ideni	Date of Drawing	Time of Drawing			
	City			NJ LGCCC Identification#	"No substitution of the	re proceeds will be devoted offered prize may be made given in lieu of the prize."			
	Ticket #				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.



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. Municipality			Ide	Identification number			
			Licens	License number			
Name of licens	ee						
			Organization				
	Street address	3	City Sta	ite	ZIP code		
Location of gar	mes						
					e filed with the Legalized Games of g the conduct of the game(s) of chance.		
Occasion 1	Date _		Time		Type of raffle		
 Number of tic Ticket price Gross receipts 		\$	4. Cost of prizes5. Supplies/Equipment cost6. Other expenses7. Total expenses	\$ \$	Type of prize(s)		
Occasion 2	Date _		Time		Type of raffle		
 Number of tic Ticket price Gross receipts 		\$	 4. Cost of prizes 5. Supplies/Equipment cost 6. Other expenses 7. Total expenses 	\$ \$	Type of prize(s)		
Occasion 3	Date _						
 Number of tic Ticket price Gross receipts 	kets sold	\$	4. Cost of prizes 5. Supplies/Equipment cost 6. Other expenses 7. Total expenses	\$ \$ \$	Type of prize(s)		
Occasion 4	Date _		Time		Type of raffle		
 Number of tic Ticket price Gross receipts 		\$	4. Cost of prizes 5. Supplies/Equipment cost 6. Other expenses	\$ \$			
			7. Total expenses	\$	8. Net proceeds \$		

Occasion 5	Date _		Time		Type of raffle	
1. Number of tic			4. Cost of prizes		Type of prize(s)	
2. Ticket price3. Gross receipts		\$	5. Supplies/Equipment cost			
			6. Other expenses	\$		
		Ψ	7. Total expenses		8. Net proceeds	\$
			,, reductions	¥		<u> </u>
Occasion 6	Date _		Time		Type of raffle _	
1. Number of tic			4. Cost of prizes		Type of prize(s)	
2. Ticket price	orcts sold		5. Supplies/Equipment cost		Type of prize(s)	
	C		6. Other expenses			
3. Gross receipts		Φ	7. Total expenses		8. Net proceeds	\$
			7. Total expenses	Φ	8. Net proceeds	Φ
Total number of	Coccasions					
			pined)			
			\$			
Total gross proc	eeds (1-6 c	ombined)	\$			
			\$			
Total net procee	ds (1-6 con	nbined)	\$			
			Schedule of Expense	es		
Date			Description		Check number	Amount
-						
			Utilization of Net Proc	eeds		
Date			Description		Check number	Amount
			1			
\vdash						
Ι Τ						

		Bar	ık		
Name		Address where	balance is deposited	Accou	int number
	Person]	Responsible 1	for Use of Proceeds		
Name		A	ddress		one number
				(include	e area code)
I certify that all of the statement that if any of the foregoing statement and the statement of the statemen	atements a	re willfully fa rizes Offered		nment.	e. I am aware
Prizes Offered or Award		Retail Value	Prizes Offered or Aw		Retail Value
			111200 0110100 01111		
N.J.S.A. 5:8-37 "It shall be the necessary to substantiate that if made under oath.					
I certify that I have reviewed accurate and complete. I am a to punishment.					
I certify by placing a check provided is true, accurate and			nave reviewed the report	and that the	? information
You must state your name and	title below.	Reports that a	are not properly certified wi	ll be sent or e	-mailed back.
Name and title of officer (ple	ase print)		Signature of	officer	
Sworn and subscribed to befo	ore me this				
day of	,	Year		Affix Se	al Here

Name of Notary Public (please print)

Signature of Notary Public

Form LGCCC 8R-A (Rev. 12/4/07)



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 Bingo Report of Operations

Pursuant to N.J.A.C. 13:47-9.1, licensees are to 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 bingo. 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 his/her name and title, and sign the document before a notary public.

Bingo Report of Operations completed must 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. 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.

Bingo 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

Bingo Report of Operations

Please print clearly.	Ide	ntification	on number		
Municipality	 License number				
Name of licensee					
	Organization				
Street address	City Stat	e	ZIP code		
Location of games	 				
			e filed with the Legalized Games of the conduct of the game(s) of chance		
Occasion 1 Date _	 Time		Number of players		
1. Regular games sales	9. Regular games payout		16. Rentals \$		
2. Special games sales	\$ 10. Special games payout		17. Supplies/equip. \$		
3. 50/50 Bingo games sales	\$ 11. 50/50 Bingo games payout		18. Comp. Workers \$		
4. Multicolor games sales			19. Total expenses \$		
5. Progressive games sales	13. Progressive jackpot/cons.				
6. Predraw games sales	14. Predraw payout	\$			
7. Electronic hand-held sales					
Adm. cards	\$				
8. Total sales	15. Total payout	\$	20. Net proceeds \$		
Occasion 2 Date	Time		Number of players		
1. Regular games sales	9. Regular games payout		16. Rentals \$		
2. Special games sales	10. Special games payout	\$	17. Supplies/equip. \$		
3. 50/50 Bingo games sales			18. Comp. Workers \$		
4. Multicolor games sales			19. Total expenses \$		
5. Progressive games sales	13. Progressive jackpot/cons.		-		
6. Predraw games sales	14. Predraw payout	\$			
7. Electronic hand-held sales	\$ • •				
Adm. cards	\$				
8. Total sales	15. Total payout	\$	20. Net proceeds \$		
Occasion 3 Date_	Time		Number of players		
1. Regular games sales	9. Regular games payout	\$	- ·		
2. Special games sales	10. Special games payout		17. Supplies/equip. \$		
3. 50/50 Bingo games sales			18. Comp. Workers \$		
4. Multicolor games sales			19. Total expenses \$		
5. Progressive games sales	13. Progressive jackpot/cons.				
6. Predraw games sales	\$ 	\$			
7. Electronic hand-held sales	• •	-			
Adm. cards	\$				
8. Total sales	\$ 15. Total payout	\$	20. Net proceeds \$		

Occasion 4 Date	 Time	 Number of players
1. Regular games sales	\$ 9. Regular games payout	\$ 16. Rentals \$
2. Special games sales	\$ 10. Special games payout	\$ 17. Supplies/equip. \$
3. 50/50 Bingo games sales	\$ 11. 50/50 Bingo games payout	\$ 18. Comp. Workers \$
4. Multicolor games sales	\$ 12. Multicolor games payout	\$ 19. Total expenses \$
5. Progressive games sales	\$ 13. Progressive jackpot/cons.	\$
6. Predraw games sales	\$ 14. Predraw payout	\$
7. Electronic hand-held sales	\$	
Adm. cards	\$	
8. Total sales	\$ 15. Total payout	\$ 20. Net proceeds \$
Occasion 5 Date	Time	Number of players
1. Regular games sales	9. Regular games payout	16. Rentals \$
2. Special games sales	\$ 10. Special games payout	17. Supplies/equip. \$
3. 50/50 Bingo games sales		\$ 18. Comp. Workers \$
4. Multicolor games sales	\$ 12. Multicolor games payout	\$ 19. Total expenses \$
5. Progressive games sales	\$ 13. Progressive jackpot/cons.	\$ _
6. Predraw games sales	\$ 14. Predraw payout	\$ _
7. Electronic hand-held sales	\$	
Adm. cards	\$	
8. Total sales	15. Total payout	\$ 20. Net proceeds \$
Occasion 6 Date	Time	Number of players
1. Regular games sales	\$ 9. Regular games payout	\$ 16. Rentals \$
2. Special games sales	\$ 10. Special games payout	\$ 17. Supplies/equip. \$
3. 50/50 Bingo games sales	\$ 11. 50/50 Bingo games payout	\$ 18. Comp. Workers \$
4. Multicolor games sales	\$ 12. Multicolor games payout	\$ 19. Total expenses \$
5. Progressive games sales	\$ 13. Progressive jackpot/cons.	\$
6. Predraw games sales	\$ 14. Predraw payout	\$ _
7. Electronic hand-held sales	\$	
Adm. cards	\$	
8. Total sales	\$ 15. Total payout	\$ 20. Net proceeds \$

Schedule of Expenses

Date	Description	Check number	Amount

Utilization of Net Proceeds

		Description	Check	number Amount
	+			
		Bank		
	Name	Address where balance is depo	sited	Account number
				1
		Person Responsible for Use of Pr	oceeds	
	Name	Address		Telephone number
				(include area code)
at if any	at all of the stateme of the foregoing sta regarded as if made	ents on this report of operations are tratements are willfully false, I am subject under oath.	rue, accurate an	nd complete. I am aw nent. Facts stated on
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Signature of Notary Public

Form LGCCC 8B-A (Rev. 4/8/08)

CITY OF HACKENSACK 65 Central Avenue Hackensack, NJ 07601

STATE OF NEW JERSEY	
COUNTY OF BERGEN	
	, of full age, being duly sworn
according to law, upon his/her oath,	deposes and says that he/she has never been
convicted of any crime or misdemea	anor.
	Signature of Applicant
	Address
	Telephone Number
Sworn to and subscribed before me	
thisday of	, 20

Notary Public

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