

BRIDGEWATER TOWNSHIP RAFFLE APPLICATION PACKET

EVERY NON-PROFIT ORGANIZATION DESIRING TO APPLY FOR A LICENSE TO CONDUCT BINGO AND RAFFLES MUST FIRST REGISTER WITH THE LEGALIZED GAMES OF CHANGE CONTROL COMMISSION (LGCCC).

REGISTRATION FROM THE LGCCC IS VALID FOR TWO YEARS.
TO FILL OUT THE REGISTRATION, [CLICK HERE](#)



CHECKLIST FOR RAFFLE APPLICANTS

Raffle applications must be submitted in quadruplicate (4 copies).

The last page must contain original signature(s) and original Notary Seal and Information

- Applications MUST be submitted 3 ½ weeks prior to the event
- A copy of the Registration Card issued by LGCCC must accompany the application and should be current through the date of the raffle
- If this is your first time filling an application in Bridgewater Township, a copy of your Organization's bylaws must be provided
- Proper fees must be submitted with the application. Please see "Schedule of Fees" on page 12

Filling out a Raffle Application

[Click here for an Application for Raffle License](#)

Application & ID Number

- Application No. RA - This is the number to be provided by the municipality once the application is approved. The applicant should leave this area blank
- Identification No. – This is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the Raffle, or the application will be denied

PART A

- The name of the Organization MUST match the name of the Registration Card Issued by LGCCC
- You must state the date raffle will be conducted
- Indicate hours the raffle will be conducted (e.g. 7am to 12pm)
- Indicate type of Raffle e.g. 50/50, Calendar Raffle, Tricky Tray etc.
- State whether the raffle is On-Premise OR Off-Premise
- Enter the address where the Raffle will be held. This address must be located in the Township of Bridgewater

Filling out a Raffle Application

PART B

- List only the expenses that are directly related to the conduct of the raffle.
- For Games and Wheels, Casino Nights, Armchair Race Nights, name of equipment supplier must be provided and Form 13 must accompany the application. [Click here for Form 13](#)
- If expenses for printing of raffle tickets are listed, Sample Ticket must accompany the application

PART C

- #1 – You must indicate the purpose for which the proceeds will be used for
- #2 – This section is only filled out if the hosting organization will be donating proceeds to another organization. While organizations may donate proceeds to another organization, this does not mean the benefitting organization is “borrowing the license” or can operate without the licensed organization. It means the organization is benefiting from the collected proceeds. This information must be clearly stated in the raffle report of operations or may otherwise result in future application denials by the LGCCC

Filling out a Raffle Application

PART D

- Description of prizes must be listed in this section
- You must ensure that the prizes offered are not prohibited by the LGCCC. Prohibited prizes include bonds, real estate, shares, weapons, tobacco products, vehicle leases. Please visit the LGCCC website for an exhaustive list.
- Indicate the approximate value of the prizes. The amount due for each game of chance is dependent on the anticipated and actual retail value of the prizes awarded. If no amount is indicated, LGCCC will assume the highest value for fee purposes.

PART E

- This list should include at least one of the officers of the organization who own the LGCCC registration card. The address, telephone number and age of officer(s) should be provided.

Filling out a Raffle Application

PART F

- This list should include at least one of the members of the organization. The address, telephone number and age of member should be provided.
- Members listed in this section are responsible for the application, reports, handling of games etc. Their information should be listed in order of the best contact person and may be duplicative of those members listed as officers.

PART G

- This list should include at least one of the members of the organization. The address, telephone number and age of member should be provided.
- Members listed in this section are responsible for actually conducting the game when it is held. Their information should be listed in order of the best contact person and may be duplicative of those members listed as officers.

Filling out a Raffle Application

PART H

- This section should only be filled out if more than one organization will be assisting in the conduct of the game. They MUST be a registered organization with the LGCCC.

PART I

- Copies of this page will not be accepted
- All four (4) copies of the application submitted for each game of chance must have original signature(s) and original Notary Seal and Information
- Signature of Officer and Title - One of the officers named in PART E must sign and note their title. Their signature signifies that the application can use the registration from the LGCCC.
- Signature of Member in Charge – All members listed as being in charge of the raffle in PART F & G should sign this section. These members' signatures signify agreement to comply with all statutes and guidelines for games of chance

On Premise / Off Premise Raffles

On-Premise Raffles are raffles whose tickets are sold at the door & winner must be present to receive prize

Off-Premise Raffles are raffles whose tickets are sold prior to the event & winner does not need to be present to receive prize

A sample ticket **MUST** be provided with the application for Off-Premise Raffles

[Click here for a Sample Ticket
Cash Raffle](#)

[Click here for Sample Ticket
Merchandise Raffle](#)

Instant Raffles

These are similar to lottery tickets.

The object of the game is to open the perforated window on the back of the ticket and match the symbols inside the ticket to the winning combination in the front of the ticket.

The winning pull tab is turned in for a monetary prize.

CALENDAR RAFFLES

This is an off-premise draw raffle in which calendars bearing nonrepeating consecutive numbers are sold.

A specific cash or merchandise prize is designated for each date on the calendar upon which a prize(s) is to be awarded. The winners are determined by drawing from a container, objects bearing numbers matching the non-repeating numbers on all calendars sold.

A calendar raffle shall NOT be conducted more often than twice in any calendar year

Maximum prize amount should not exceed \$25,000.

Sample ticket is required for this type of raffle.

CASINO NIGHT

This is a type of game of chance, where players use imitation money purchased from the licensee to wager in games such as baccarat, beat the dealer, blackjack, hold'em poker etc

The imitation money is then redeemable for merchandise prizes or raffle tickets only and not for cash or money.

All equipment must be obtained from a licensed Casino Equipment Provider.

The organization **MUST** attach a FORM-13 together with their license application. Failure to submit this form will delay the approval of your municipal license

FORM 13 is supplied by the provider. You may obtain a list of these suppliers by contacting the Commission.

SCHEDULE OF FEES

Type of Application	Fees
On Premise 50/50	\$20.00 for each day on which a drawing is to be conducted only if the anticipated prize is in excess of \$400.00. Otherwise there is no fee
Off-Premise 50/50	\$20 for each \$1000.00 of the prize(s) to be awarded
On-Premise Merchandise Raffle	\$20.00 for each day on which a drawing is to be conducted only if the anticipated prize is in excess of \$400.00. Otherwise there is no fee
Off-Premise Merchandise Raffle	\$20 for each \$1000.00 of the prize(s) to be awarded
Instant Raffle	\$20.00 for each day of operation or \$750.00 for every one year
Casino Night	\$100 for each day of operation
Calendar Raffle	\$20.00 for each \$1,000 of the total retail value of the prize(s) to be awarded.

Two checks Required:

1)LGCCC

2)Bridgewater Township

The amount due to LGCCC is the same amount that is due to Bridgewater Township

CHECKLIST FOR RAFFLE APPLICANTS WISHING TO AMEND THEIR RAFFLE LICENSE

Application to amend Raffle must be submitted in quadruplicate (4 copies).

The last page must contain original signature(s) and original Notary Seal and Information

- Applications MUST be submitted 3 ½ weeks prior to the event
- License No. 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
- Identification No. 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.
- Describe the change you wish to make to the application previously submitted. This may include, but is not limited to, date, time, location. You must be specific as to what you seek to amend from the original application.

CHECKLIST FOR RAFFLE APPLICANTS WISHING TO AMEND THEIR RAFFLE LICENSE

PAGE 2

- Copies of this page will not be accepted
- All four copies of the application must have an original Notary Seal and Information
- Signature of Officer and Title – An officer that signed part E of the original application must sign this section and note their title. Their signature signifies that the application can use the registration from the LGCCC
- Signature of Member in Charge - All members listed as being in charge of the raffle in PART G of the original application should sign this section. Their signatures signify agreement to comply with all statutes and guidelines for games of chance.

FEES:

- There is no fee associated with an amendment to a bingo or raffle application. If the amendment is approved, an amended license will be issued and will replace the license for the original application

RAFFLE REPORT OF OPERATIONS

[Click Here](#) for
Raffle Reports
of Operation
Form

- Raffle Reports of Operation must be completed and submitted directly to the State
- Raffle Reports of Operation are due by the 15th of the calendar month after the date of the Raffle otherwise future applications for raffle/bingo license will be denied by the LGCCC
- This report must be completed in its entirety
- This form must be notarized
- Off-Premise games must have a printers certificate and sample ticket attached
- Additional fees may be required. This is based on the value of prizes or proceeds raised

FORMS

- Initial application for Biennial Registration – [Click Here](#)
- Application for Raffle License – [Click Here](#)
- Sample Ticket (Cash) - [Click Here](#)
- Sample Ticket (Merchandise) – [Click Here](#)
- Form 13 – [Click Here](#)
- Application to Amend Raffle/Bingo Application – [Click Here](#)
- Raffle Report of Operations – [Click Here](#)