



BOROUGH OF WALDWICK
Borough Clerk's Office
(201) 652-5300 x 236

PROCEDURES FOR OBTAINING A RAFFLE LICENSE

1. Any organization applying for a Raffle License must have a valid identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission (LGCCC) – (973) 278-8000.
2. Filing – License applications shall be filed in triplicate (all three (3) copies must have at least two (2) original signatures and be notarized) with the Municipal Clerk and the registration Certificate must be provided with each application. **An officer from Part F must sign** the application and a **member-in-charge from Part G must also sign** the application. If it is the same person, that person must sign twice, both as an officer and a member-in-charge.

The Borough Clerk sends the application to Legalized Games of Chance Control Commission. The Borough Clerk cannot issue the Raffle License until the LGCCC and Waldwick Council approve the application, which is a minimum of fourteen (14) business days. In addition, an organization cannot have tickets printed until the license is approved.

3. Contents of the ticket – **Off Premise Raffles** (selling tickets prior to the date of the raffle). Whenever a licensee shall submit an application to the Borough Clerk, a sample ticket form must accompany the application.
 - a) Name and identification number of the qualified organization and number of the license issued for the occasion.
 - b) Place where the occasion will be held along with the date and time.
 - c) A list of the prizes and the retail value for each.
 - d) The number of the ticket.
 - e) Price of the ticket.
 - f) The purpose to which the entire net proceeds will be devoted.
 - g) The statement: "No substitution of the offered prizes may be made and no cash will be given in lieu of the prize."
 - h) The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement: **NOT VALID UNLESS HOLDER IS PRESENT AT THE TIME OF DRAWING.**"
 - i) The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.



4. **Off Premise 50/50 Cash Raffle** – same as above except for Item “c” shall read the statement: “This is a 50/50 Cash Raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.”

If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

5. Fees due to LGCCC and the Borough of Waldwick

a) Off-Premise Raffle

\$20.00 for each \$1,000.00 or part thereof of the retail value of the prize (i.e. a raffle with the total amount of prizes being \$2,559.00 would pay LGCCC \$60.00 and the Borough \$60.00). Fees are due at the time the application is filed with the Borough Clerk.

b) Off-Premise 50/50 Raffle

- \$20.00 fee shall be paid to LGCCC and \$20.00 to the Borough of Waldwick at the time the application is filed. In the event that the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize shall be forwarded to LGCCC together with the Raffle Report of Operations form.

c) On-Premise Raffle (a raffle conducted in which all tickets are sold only at the event and not prior to the event).

- \$20.00 to LGCCC and \$10.00 to the Borough of Waldwick for each day a drawing is to be held.

Two separate checks are needed: one payable to Legalized Games of Chance Control Commission and one payable to the Borough of Waldwick.

6. Prohibited Prizes

- a) No license shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, foreign or domestic coins or any other merchandise refundable in any of the foregoing or in money or cash.



- b) No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 Cash Raffle.
7. Raffle Report of Operations – the Report of Operations shall be on a form provided by the LGCCC. The Report shall contain the following information:
- a) Gross receipts derived from each game.
 - b) Expenses incurred or paid and a description of the merchandise purchased or the services rendered therefore.
 - c) Net profit from each game and the uses to which the net profit has been or will be applied.
 - d) A list of the prizes offered or given and their respective values.
 - e) The licensee shall file one copy of the report with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the licenses activity was held.
 - f) Off-Premise Raffle licensees shall secure from the printer of tickets a certificate showing:
 - The number of tickets printed
 - The first and last numbers used
 - That the tickets were consecutively numbered
 - A sample of the actual ticket

Failure to submit the Raffle Report of Operations will result in future Raffle Applications being denied by LGCCC until such form is submitted for previous event.