



**TOWNSHIP OF EAST HANOVER
411 RIDGEDALE AVENUE
EAST HANOVER, NJ 07936
(973) 428-3000
FAX (973) 887-7210**

INSTRUCTIONS FOR RAFFLE LICENSE

- 1) An Application for a Raffle License must be submitted to the Township Clerk's office at least ten days prior to the date of a Township Council meeting, which is usually held on the first Monday of each month. **Please check with the Clerk to confirm meeting date.**
- 2) The Township Council's approval of the raffle is conducted at a public meeting. The approved raffle license will be mailed to the applicant **14 calendar days** from the date of the meeting.
- 3) A valid original registration certificate bearing the organization name and identification number issued by Legalized Games of Chance Control Commission must be provided. An expired registration certificate will not be accepted.
- 4) The application must include all required attachments applicable to the type of raffle held; i.e., sample ticket for off-premise raffles (attached), Statement of Raffles Equipment Supplier Lessor (LGCCC Form 13), list of games and wheels, and required licensing fees.
- 5) Four (4) copies must be completed for each raffle license application. **"Part I" must have original signatures of an officer, one member-in-charge, and notary public on all 4 copies.**
- 6) A separate application must be completed for each **type** of raffle:
 - ***On Premise 50/50 Draw Raffle*** ~ Fee payable is \$20 for each day on which a drawing(s) is to be conducted only if the anticipated prize is in excess of \$400. Otherwise, there is no license fee.
 - ***On Premise Merchandise Draw Raffle*** ~ Fee payable is \$20 for each day on which a drawing(s) is to be conducted only if the anticipated prize is in excess of \$400. Otherwise, there is no license fee. In the event the total retail value of the merchandise awarded exceeds \$400, the applicant shall submit the required fee of \$20 at the time of filing the Report of Operations.

- **Off Premise 50/50 Raffle** ~ Tickets are sold in advance of the occasion of the drawing. A sample ticket is attached and must be included with the application. Fee payable is \$20 at the time the application is filed for each day on which a drawing(s) is to be conducted. In the event the awarded prize exceeds \$1,000, an additional fee of \$20 for each \$1,000 (or part thereof) shall be submitted at the time of filing the Report of Operations.
 - **Off Premise Merchandise Draw Raffle** ~ Tickets are sold in advance of the occasion of the drawing. A sample ticket is attached and must be included with the application. Fee payable is \$20 for each \$1,000 (or part thereof) of the total retail value of the prize(s) to be awarded.
 - **Non-Draw Raffles (Carnival Games & Wheels)** ~ Fee payable is \$20 for each game or wheel held on any one day, or any series of consecutive days, not exceeding six (6) at one location. LGCCC Form 13 must be submitted with application.
 - **Casino Night** ~ Fee payable is \$100 per occasion. LGCCC Form 13 must be submitted with application.
 - **Calendar Raffle** ~ Awarding cash or merchandise as a prize: \$20 for each \$1000 (or part thereof) of the total retail value of the prize(s) to be awarded. Requirements: 1 drawing per week, minimum of 3 months up to maximum of 12 months, drawing must be on or prior to date(s) for which prize is awarded, and sample calendar must be submitted with application.
- 7) The required license fees shall be payable by check or money order to both the **Township of East Hanover** and **Legalized Games of Chance Control Commission** in similar amounts. If more than one raffle license application is submitted, a separate check or money order is required for each application for **Legalized Games of Chance Control Commission ONLY**.
- 8) A **Raffle Report of Operations**, required by N.J.A.C. 13:47-9, must be filed with Legalized Games of Chance Control Commission no later than the 15th day of the month following the raffle occasion. For Non-Draw Raffles only, Form 8R-A1 (Reporting on Wheels and Games), must also be completed and attached to the Raffle Report of Operations.

If you have any questions with regard to any of the above instructions, please contact the Clerk's office at (973) 428-3000.