



Bingo/Raffle Application Guidelines

This packet is meant to be used as a guide in preparing your license application. The NJ State Legalized Games of Chance has full authority over games of chance.

This packet has been designed to assist registered non-profit organizations with the NJ Legalized Games of Chance process. We have provided forms and examples in order to simplify the process for your organization.

It is suggested that you visit the NJ Legalized Games of Chance Control website for the most current and updated information. A comprehensive list of links and contact information is provided on Page 2 of this packet.

Please feel free to contact the Hamilton Township Clerk's Office for further assistance when applying for a license. We can be reached at (609) 890-3622.

The Township of Hamilton's Website (www.HamiltonNJ.com) contains raffle information for our town as well as fillable forms and applications.

Contact Information for LGCCC	
Legalized Games of Chance Phone Number	(973) 273-8000
Legalized Games of Chance Mailing Address	PO Box 46000 Newark, NJ 07101
LGCCC Home Page	www.njconsumeraffairs.gov/lgccc/pages/default.aspx



Township of Hamilton

Mercer County, NJ

Dear Raffle and/or Bingo Applicant:

Please be advised that in accordance with N.J.A.C Title 13, *Rules of Legalized Games of Chance*, the Township of Hamilton is required by law to conduct an investigation into the good moral character of those individuals holding the office of President, Vice President, Treasurer and Secretary, or the likeness, for all non-profit organizations making application for a Bingo or Raffle License with this office.

Following New Jersey guidelines, the Hamilton Police Department will utilize the NJ State Police Criminal History Record Request (Form 212A) to assist with their investigation. The process normally takes 24 to 48 hours and should not delay your application.

Please visit www.njportal.com/njsp/criminalrecords/ in order to submit your request for the Criminal History Record. The Hamilton Township Police Division's Originating Agency Identifier (ORI) Number is **NJ0110300** which is required in order to complete the Online Form 212A. Each submission costs \$20.00, payable by Visa, MasterCard, Discover, or American Express credit or debit card. The following page will outline the procedure and the demographic questions that are included.

If you have any questions, please feel free to contact the Municipal Clerk's Office at (609) 890-3622 Monday through Friday between the hours of 8:30 AM to 4:30 PM, and we will be glad to provide assistance.

Sincerely,

Alison J. Sabo, RMC
Municipal Clerk

Hamilton Township Municipal Clerk's Office
2090 Greenwood Ave, Hamilton, NJ 08609

Name of Organization: _____ Date: _____

Name	Name
Title	Title
Address	Address
City, State, Zip Code	City, State, Zip Code
Primary Phone Number	Primary Phone Number
Email	Email
Name	Name
Title	Title
Address	Address
City, State, Zip Code	City, State, Zip Code
Primary Phone Number	Primary Phone Number
Email	Email

**CERTIFICATION AS TO THE SALE OR SERVICE
OF ALCOHOLIC BEVERAGES AT A FUNDRAISING EVENT
FOR A NON-PROFIT ORGANIZATION**

Please review the questions below and mark the appropriate answer to each. This form must accompany any application for bingo and/or raffle license issued by the Township of Hamilton.

BINGO APPLICANTS

In accordance with N.J.A.C. 13:47-7.3, Rules of Legalized Games of Chance, Conduct of Bingo, Alcoholic Beverage Prohibition:

a) Except as provided in (b) below, **no bingo game may be conducted in any room or outdoor area where alcoholic beverages are sold, dispensed or consumed during the period between the commencement of the first and the conclusion of the last bingo game of the occasion.**

b) Alcoholic beverages may be sold or served during bingo games held on the licensed premises of the holder of a *plenary retail consumption license* pursuant to P.L. 1954. c. 6 (N.J.S.A. 33:1-12) as long as the holder of the plenary retail consumption license is licensed as an approved renter pursuant to N.J.S.A. 5:8-49.3 and N.J.A.C. 13:47-14.2. **Proof that the plenary retail consumption licensee is an approved renter must be provided at the time of application.**

RAFFLE APPLICANTS

In accordance with N.J.S.A. 33:1-74 and N.J.A.C. 13:2-5.1, any organization operating for civic, religious, educational, charitable, fraternal, social or recreational purposes which holds a fundraising event that profits from the sale or service of alcoholic beverages shall require a *Social Affairs Permit* unless otherwise prohibited. An organization profits from the sale or service of alcohol either by directly charging for alcoholic beverages or through the sale of tickets for admission to an event that serves alcoholic beverages when said beverages are in some way included in the ticket price. **A social affairs permit is required even if the event occurs on a premise which holds a liquor license. If, however, the owner of the licensed premise is the only entity that profits from the sale or service of alcohol at an event (e.g. through a cash bar), then a permit is not required.**

The permit application must be approved by the Hamilton Township Municipal Clerk and Chief of Police prior to submission to the NJ Division of ABC. The permit allows the holder to purchase the alcoholic beverages to be served at the function from either a wholesaler or from a package goods store. No more than twelve (12) such permits will be issued to any one (1) organization in a calendar year.

- Yes No
1. Will your non-profit organization sell or serve alcohol for **profit** at the fundraising event i.e. the price of the admission ticket includes alcohol OR your organization will dispense & charge for alcohol to those in attendance.
- Yes No
2. Has your organization contracted with a caterer who will be providing alcoholic beverages for the event?
- Yes No
3. Is your organization renting space from a facility listed below for the event? If yes, please identify.
- | | |
|-------------------------------|-------------------------------------|
| ___ American Legion Post 31 | ___ Ancient Order of Hibernians |
| ___ BPOE Lodge 2262 | ___ Broad Street Park Post 313 |
| ___ Cook Athletic Association | ___ DAV Home Association |
| ___ German American Club | ___ Italian American Sportsmen Club |
| ___ VFW Post 491 | ___ VFW Post 3525 |

Yes No
3a If YES to No. 3, will alcohol be sold or served?

If you have answered **Yes** to any of the above, your organization is required to make application to the State of New Jersey for a Social Affairs Permit in order for alcohol to be sold or served at the event. **PRIOR TO THE ISSUANCE OF ANY BINGO OR RAFFLE LICENSE, YOU MUST PROVIDE THIS OFFICE WITH A COPY OF THE SOCIAL AFFAIR PERMIT AS ISSUED BY THE NJ DIVISION OF ABC. NO EXCEPTIONS!**

I hereby certify that the foregoing information is correct to the best of my knowledge and failure to acquire any required alcoholic beverage permit for the event may result in the denial of the bingo and/or raffle license.

Name of Non-Profit Organization

Printed Name of Individual and Title

Signature of Officer

Date

This Form Must Be Submitted With All Bingo and Raffle Applications

PROHIBITED PRIZES

[N.J.A.C. 13:47-6.20]

No licensee shall offer or award any prize consisting of:

- Real estate or an interest therein;
- Bonds
- Shares of stock
- Securities or evidences of indebtedness;
- Weapons
- Live Animals (except a gift certificate redeemable for live, edible seafood)
- Foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender)
- Tobacco products
- Motor vehicle leases
- Any merchandise refundable in any of the above or as money or cash
- No prize consisting of cash or money shall be offered or awarded except in the case of:
 - A raffle conducted by a drawing with the prize(s) equaling fifty percent (50%) of the amount received for all tickets or right to participate, a calendar raffle with the maximum prize amount not to exceed \$25,000.
 - Any bingo game(s) conducted in accordance with the provisions of this chapter and Bingo Licensing Law
 - Big six wheels and horse race wheels conducted in accordance with the provisions of N.J.A.C. 13:47-8.
 - An instant raffle game having a maximum prize amount of \$1,500 for any one ticket conducted in accordance with the provisions of N.J.A.C. 13:47-8.



Raffle Application Checklist

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

	<ul style="list-style-type: none"> All applications and background checks with NJSP must be submitted 5 (five) weeks prior to raffle date. Date Submitted _____
	<ul style="list-style-type: none"> Contact information for application <ul style="list-style-type: none"> Organization _____ Name _____ Email _____ Phone _____
	<ul style="list-style-type: none"> Application must be submitted in quadruplicate (4 copies) <ul style="list-style-type: none"> Each copy must include information of your organization's officers including the President, Vice President, Treasurer and Secretary Each copy of the application must contain at least two (2) original signatures and original notary seal
	<ul style="list-style-type: none"> Copy of Valid Registration issued by LGCCC (must be valid through the date of Raffle) <ul style="list-style-type: none"> Identification # _____ Expiration Date _____
	<ul style="list-style-type: none"> Date of Raffle _____
	<ul style="list-style-type: none"> Type of Raffle (50/50, Gift Auction, Calendar) _____ <ul style="list-style-type: none"> Is the Raffle On-Premise or Off-Premise (Please choose one) <ul style="list-style-type: none"> <input type="checkbox"/> On-Premise: Tickets will only be sold at the event and winner must be present to receive prize <input type="checkbox"/> Off-Premise: Tickets can be sold prior to the event and winner does not need to be present to receive prize (Sample ticket must be provided if the raffle is Off-Premise)
	<ul style="list-style-type: none"> Fee <ul style="list-style-type: none"> Check for fees payable to Legalized Games of Chance Control Commission (LGCCC) <ul style="list-style-type: none"> Check Number _____ Amount _____ Check for fees payable to Township of Hamilton Check _____ Number Amount _____

Types of Raffles and Fees

OFF-PREMISES 50/50 DRAW RAFFLE

Raffle Tickets are sold PRIOR to the date that the winning ticket is pulled. 50% of the proceeds are awarded to the winning ticket. Sample ticket is required for this type of raffle.

STATE FEE:	\$20 each day on which a drawing(s) is to be conducted	Additional Fee(s): \$20 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the state by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9
TOWNSHIP FEE:	\$20 each day on which a drawing(s) is to be conducted	

ON-PREMISES 50/50 DRAW RAFFLE

Raffle tickets are sold only at the event. 50% of the proceeds are awarded to the winning ticket. No sample ticket is required for this type of raffle.

STATE FEE:	Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0	
TOWNSHIP FEE:	Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0	

OFF-PREMISES MERCHANDISE DRAW RAFFLE

Raffle Tickets are sold PRIOR to the date that the winning ticket is pulled. The winnings are goods designated by the organization with a monetary value (NO CASH). Examples: quilt, gift basket(s), gift cards, electronics, vehicles, sporting event tickets, etc. (see list of prohibited prizes). Sample ticket is required for this type of raffle.

STATE FEE:	\$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded (sample chart provided in next column)	\$0-\$1,000.00 = \$20 \$1,000.01-\$2,000.00=\$40 \$2,000.01-\$3,000.00=\$60 \$3,000.01-\$4,000.00=\$80 \$4,000.01-\$5,000.00=\$100 Etc.
TOWNSHIP FEE:	\$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded (sample chart provided in next column)	\$0-\$1,000.00 = \$20 \$1,000.01-\$2,000.00=\$40 \$2,000.01-\$3,000.00=\$60 \$3,000.01-\$4,000.00=\$80 \$4,000.01-\$5,000.00=\$100 Etc.

ON-PREMISES MERCHANDISE DRAW RAFFLE

Raffle tickets are sold only at the event. The winnings are goods designated by the organization with a monetary value (NO CASH). Examples: quilt, gift basket(s), gift cards, electronics, sporting event tickets, etc. (see list of prohibited prizes). No sample ticket is required for this type of raffle.

STATE FEE:	Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0	
TOWNSHIP FEE:	Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0	

INSTANT RAFFLE GAME (Pull Tabs)

Pull tab tickets are much like instant lottery tickets. The object of the game is to open the perforated windows on the back of the ticket and match the symbols inside the ticket to the winning combinations on the front of the ticket. The winning pull tab ticket is turned in for a monetary prize.

STATE FEE:	\$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.
TOWNSHIP FEE:	\$20.00 for each day on which instant raffle tickets are sold or offered for sale

CALENDAR RAFFLE

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, not to exceed \$25,000. Sample ticket is required for this type of raffle.

STATE FEE:	\$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded (sample chart provided in next column)	\$0-\$1,000.00 = \$20 \$1,000.01-\$2,000.00=\$40 \$2,000.01-\$3,000.00=\$60 \$3,000.01-\$4,000.00=\$80 \$4,000.01-\$5,000.00=\$100 Etc.
TOWNSHIP FEE:	\$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded (sample chart provided in next column)	\$0-\$1,000.00 = \$20 \$1,000.01-\$2,000.00=\$40 \$2,000.01-\$3,000.00=\$60 \$3,000.01-\$4,000.00=\$80 \$4,000.01-\$5,000.00=\$100 Etc.

NON-DRAW RAFFLE – CARNIVAL GAMES (game or wheel of chance)

STATE FEE:	\$20 for each game or wheel on any one day, or any series of days not exceeding six at one location
TOWNSHIP FEE:	\$20.00 for each game or wheel on any one day, or any series of days not exceeding six at one location

Part E - Officers of Applicant

(1) Office	Name of officer	Age

Residence address	Telephone No. <i>(include area code)</i>	
_____	Day _____ Evening _____	
(2) Office	Name of officer	Age

Residence address	Telephone No. <i>(include area code)</i>	
_____	Day _____ Evening _____	
(3) Office	Name of officer	Age

Residence address	Telephone No. <i>(include area code)</i>	
_____	Day _____ Evening _____	
(4) Office	Name of officer	Age

Residence address	Telephone No. <i>(include area code)</i>	
_____	Day _____ Evening _____	

Please make sure to write in all officers (President, Vice President, Secretary and Treasurer) of the organization whom are listed on the L.G.C.C.C. Registration

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. <i>(include area code)</i> Day / Evening	Age
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____

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.

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

The members listed in this 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

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____

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.

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

Part 1 - Statement of Applicant and member(s) in charge

State of New Jersey _____ } ss.
County of _____

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

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licenses 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.

Sworn and subscribed to before me this

day of _____, 20____

Notary Public (Print name)

Signature of Notary Public



Signature of Officer (Print Title)

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

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.

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

One or more of members listed as being in charge of the raffle should sign in this section.

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.

Part E - Officers of Applicant

(1) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(2) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(3) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(4) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

State of New Jersey

} ss.

County of _____

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

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

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

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

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.



New Jersey Office of Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Instructions for Filing the Raffle Report of Operations

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

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

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

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

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

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

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



New Jersey Office of Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Raffle Report of Operations

Please print clearly.

Identification number _____

Municipality _____ License number _____

Name of licensee _____
Organization _____

Street address _____ City _____ State _____ ZIP code _____

Location of games _____

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

Occasion 1 Date _____ Time _____ Type of raffle _____

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

Occasion 2 Date _____ Time _____ Type of raffle _____

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

Occasion 3 Date _____ Time _____ Type of raffle _____

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

Occasion 4 Date _____ Time _____ Type of raffle _____

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



FEE: \$20.00 per occasion to the State of NJ LGCCC

\$20.00 per occasion to the Township of Hamilton

13:47-7.3 ALCOHOLIC BEVERAGE PROHIBITION a) Except as provided in (b) below, no game may be conducted in any room or outdoor area where alcoholic beverages are sold, dispensed or consumed during the period between the commencement of the first and the conclusion of the last bingo game of the occasion.

b) Alcoholic beverages may be sold or served during bingo games held on the licensed premises of the holder of a plenary retail consumption license pursuant to P.L. 1954. c. 6 (N.J.S.A. 33:1-12) as long as the holder of the plenary retail consumption license is licensed as an approved rentor pursuant to N.J.S.A. 5:8-49.3 and N.J.A.C. 13:47-14.2.

13:47-7.5 CHARGE FOR PLAYING BINGO a) The fee for admission to a room or place in which bingo is to be held, operated or conducted shall not exceed \$5.00. This fee shall entitle a person to at least one card allowing such person to participate without additional charge in all regular games to be played on that occasion. There may be an additional fee for the use of an electronic card minding device, but such fee shall not be charged on the basis of the number of cards played.

b) No charge in excess of \$1.00 may be made for a single opportunity to participate in any special game to be played on an occasion.

c) No more than \$1.00 may be charged for any extra card with which a player may participate in all regular games on an occasion.

13:47-7.6 DIVISION OF PRIZE When more than one player is found to be the winner on the call of the same number in the same game, the designated prize shall be divided as equally as possible; and when division is not possible, substitute prizes, whose aggregate value shall not exceed that of the designated prize, shall be awarded; but such substitute prizes shall be of equal value to each other.

Part E - Officers of Applicant

Office	Name of officer	Residence address	Age

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.

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

continue ▶

Please make sure to write in all officers (President, Vice President, Secretary and Treasurer) of the organization whom are listed on the L.G.C.C.C. Biannual Registration

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) ss.
County of _____

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

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the 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 one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. 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.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

day of _____, 20____,

Notary Public (Print Name)

Signature of Notary Public

AFFIX SEAL HERE

Signature of Officer and Title

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.

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

One or more of members listed as being in charge of the bingo should sign in this section.

Part E - Officers of Applicant

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

State of New Jersey

} ss.

County of _____

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

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the 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 one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. 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.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public

Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge



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

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.



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.

Identification number _____

Municipality _____ License number _____

Name of licensee _____

Organization _____

Street address _____

City _____

State _____

ZIP code _____

Location of games _____

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

Occasion 1	Date _____	Time _____	Number of players _____
1. Regular games sales	\$ _____	9. Regular games payout	\$ _____
2. Special games sales	\$ _____	10. Special games payout	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____
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	\$ _____
		16. Rentals	\$ _____
		17. Supplies/equip.	\$ _____
		18. Comp. Workers	\$ _____
		19. Total expenses	\$ _____
		20. Net proceeds	\$ _____

Occasion 2	Date _____	Time _____	Number of players _____
1. Regular games sales	\$ _____	9. Regular games payout	\$ _____
2. Special games sales	\$ _____	10. Special games payout	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____
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	\$ _____
		16. Rentals	\$ _____
		17. Supplies/equip.	\$ _____
		18. Comp. Workers	\$ _____
		19. Total expenses	\$ _____
		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	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____
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	\$ _____
		16. Rentals	\$ _____
		17. Supplies/equip.	\$ _____
		18. Comp. Workers	\$ _____
		19. Total expenses	\$ _____
		20. Net proceeds	\$ _____

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. _____

Identification No. _____

Please print clearly:

Name of municipality: _____

Name of applicant: _____

Address: _____
Street address City State ZIP code

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



- Additional proofs, signatures and verifications required for this amendment are attached.
- 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 Township of Hamilton. 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 **match exactly** 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:

1. 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.
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.
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.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, 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.

Sworn and subscribed to before me this

day of _____, 20__

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

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.

One or more of members listed as being in charge of the bingo or raffle should sign in this section.

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

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. _____

Identification No. _____

Please print clearly.

Name of municipality: _____

Name of applicant: _____

Address: _____

Street address

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: _____

The statement on the reverse side must be signed and notarized.

Statement of Applicant and Member(s) in Charge

State of New Jersey

} ss.

County of _____

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

- 1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the 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.
- 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.
- 6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, 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.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

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