

**BOROUGH OF EATONTOWN CLERK'S OFFICE  
INSTRUCTIONS FOR RAFFLES**

Please submit 4 signed and notarized copies of the application (two signatures of members required) along with the correct fee in the form of two separate checks, with matching amounts, one to NJ Legalized Games of Chance and one to the Borough of Eatontown. You must come in person to the Borough Clerk's office, and bring along with your **VALID REGISTRATION CERTIFICATE ISSUED BY THE STATE (NJLGCC)**. The date of your raffle must not occur after the expiration date of this certificate. If you are having tickets printed, you must use the attached Printer's Certificate, with all information included. We will place your raffle on the next agenda for Mayor and Council to approve. Your license number will be released 14 days after it is approved. We will mail your raffle license to the address of your organization unless you provide another. You can reach us at 732-389-7600 if you have any questions.

**FEES FOR RAFFLES**

1. On-premise Draw raffle for cash (50/50) or merchandise (exceeding \$400.00 total prize value) total **\$20.00** for each day on which a drawing is to be conducted under license.
2. On-premise draw raffle for cash (50/50) or merchandise (not exceeding \$400.00 total prize value) **no licensing fee**. If the raffle should exceed \$400.00, then submit \$20.00 at the time of filing report of operations.
3. Off-premises draw raffle awarding merchandise as a prize (for each \$1,000 or part thereof): **\$20.00**.
4. Carnival games or wheel- **\$20.00** for each game or wheel held on anyone day, or any series of consecutive days not exceeding 6 at one location.
5. Off-premises cash (50/50) raffle: a **\$20.00** fee at application. If more than \$1,000 in awarded prizes, then **\$20.00** per **\$1,000** in awarded prizes or part thereof.
6. Special door prize raffle: no fee and no license, provided the merchandise is wholly donated and has a retail value of less than \$50.00. NOTE: cannot be conducted when other games of chance are being conducted, held or operated.
7. Calendar raffle: **\$20.00** (for each \$1,000 or part thereof of the retail value of the prize.)
8. Instant raffle:     1) **\$20.00** for each day on which instant raffle tickets are sold or offered for sale or  
                          2) **\$750.00** for a one year license.
9. Golf Hole-In-One - **\$20.00** (for each \$1,000 or part thereof of retail value of ancillary prizes.)
10. Armchair Race: **\$50.00** per licensed day of operation.
11. Casino Nights: **\$100.00** per occasion.

Visit the Legalized Games of Chance Website for forms and other information:

[www.state.nj.us/lps/ca/lgccc.htm](http://www.state.nj.us/lps/ca/lgccc.htm)

# Application for Raffles License

Application No. RA: .....

Identification No. ....

Insert name  
of Municipality .....

Prepare 4 copies of application. One copy will be returned

## Part A General

1 Name of applying organization .....

.....

2 a. 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	Hours	Date	Hours
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

4 Address of place where Raffles will be played .....

.....

a. Does the applicant own the premises or regularly occupy them for its general purposes? ..... Yes  
..... No

5 If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 13.

## Part B Qualification of Applicant

1 Is this the first time the applicant has applied for a license in this municipality? ..... Yes ..... No

2 If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? ..... Yes ..... No

3 If applicant is unincorporated, state number of members: ..... members.





**Part H Members of Applicant Who Will Assist in Conducting the Games**

Name of Member	Residence Address	Age

**Part I Names of Other Organizations Whose Members Will Assist in Conducting the Games**

Name and Address of Organization	How Related	Identification Number

**Part J Statement of Applicant and Member(s) in Charge**

State of New Jersey }  
 County of            } ss.:

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

- |  |  |
|--|--|
| <p>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.</p> <p>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."</p> <p>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.</p> <p>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.</p> | <p>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.</p> <p>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, no prize will be offered and given in cash, except as otherwise provided by the Raffles Licensing Law, or of greater value than is provided in said Law.</p> <p>7 All statements in the foregoing application are true.</p> |
|--|--|

Sworn to and subscribed before me this  
 \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_

Notary Public

(SEAL OF NOTARY)

\_\_\_\_\_  
 Signature of Officer, and Title

\_\_\_\_\_  
 Member in Charge

\_\_\_\_\_  
 Member in Charge

\_\_\_\_\_  
 Member in Charge

\_\_\_\_\_  
 Member in Charge

Applicant's registration slip from the Control Commission must be presented to the Municipal Clerk with this application

# Sample Ticket

## Off Premises Raffle Awarding Cash

### N.J.A.C. 13:47-8.8

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Address</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">City</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">State</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">ZIP code</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Telephone Number</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> </div> <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;">Ticket #</div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Name of Organization</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p><b>50/50</b></p> <p>This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Location of Drawing</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

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
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Name</p> <hr/> <p style="text-align: center;">Address</p> <hr/> <p style="text-align: center;">City</p> <hr/> <p style="text-align: center;">State</p> <hr/> <p style="text-align: center;">ZIP code</p> <hr/> <p style="text-align: center;">Telephone Number</p> <hr/> </div> <div style="width: 50%;"> <p style="text-align: center;">Municipal RL #</p> <hr/> <p style="text-align: center;">NJ LGCCC Identification#</p> <hr/> </div> </div> <p style="text-align: center; margin-top: 10px;">Ticket #</p>	<div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">NJ LGCCC Identification #</p> <p style="width: 50%;">Municipal RL #</p> </div> <hr/> <p style="text-align: center;">Name of Organization</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">List of Prizes</p> <p style="width: 50%;">Retail Values</p> </div> <hr/> <p style="text-align: center;">Location of Drawing</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Date of Drawing</p> <p style="width: 50%;">Time of Drawing</p> </div> <hr/> <p style="text-align: center; font-size: small;">Purpose to which entire proceeds will be devoted          "No substitution of the offered prize may be made          and no cash will be given in lieu of the prize."</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Price of Ticket</p> <p style="width: 50%;">Ticket #</p> </div>

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.