



Lori DiBella, RMC
Borough Clerk

BOROUGH OF HAWTHORNE

Passaic County, New Jersey

445 Lafayette Avenue, Suite 102

Hawthorne, NJ 07506

973.427.1167



www.hawthornenj.org

~ Raffle License Instructions for Applicant ~ (Legalized Games of Chance Control Commission – LGCCC)

****** Please allow a minimum of 30 calendar days for processing and approval. ******

Steps to follow for a complete application:

1. Include a copy of your current Organizations LGCCC registration certificate (sample attached).
2. Note this number on each application – top right-hand corner “Identification No.”
3. The organization name you list on the application under “Part A- General, #1 – Name of Organization” – must be identical to the organization name on the registration certificate.
4. One application per raffle. **The last page of each application must be notarized with original signatures.**
5. Types of Raffles:
 - a) **Tricky Tray** = “On Premise Merchandise”
 - b) **50/50** = “On Premise Cash Raffle”
 - c) **Calendar Raffle** = tickets sold 3 months before event, total \$ prize(s) known (sample ticket required with applications, see attached)
 - d) **Off-Premise Merchandise** = big ticket item, i.e., motorcycle, jewelry piece, etc., tickets are sold 3 months in advance and retail value of item is known (sample ticket required with applications, see attached)
 - e) **Off-Premise Cash Raffle** = 50/50 tickets sold 3 months in advance; cash prize may be known or unknown (sample ticket required with applications, see attached)
 - f) **Casino Night** = gambling tables are rented for the event (“Form 13” is also required, obtain from the vendor you are renting the gambling tables from)
6. (2) Checks per application in the same amount to the LGCCC & the Borough of Hawthorne.

FEES:

Tricky Tray & 50/50 Cash Raffles (On-Premise) = \$20 flat fee

Off Premise Raffles = \$20.00 per \$1,000 of total retail value of prize(s)

Casino Night = \$100 flat fee IN ADDITION to the above raffle fees

Reports After Event:

As required by N.J.S.A.5:8-37 and N.J.A.C. 13:47-9, you will receive a “Reports of Operations” form, one per license, with your license(s). The report must be filed with the LGCCC no later than the 15th day of the month **following** the conduct of the games/raffle(s).

Off-Premise Raffles ONLY - If monies collected were over the anticipated amount on your application, you must submit a check to the LGCCC for the difference along with the completed report of operations.

Any questions, please call the borough clerk’s office at 973-427-1167. You may also refer to the LGCCC website: <http://www.njconsumeraffairs.gov/lgccc> or call their Newark office at: (973) 273-8000.

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.