

# **Raffle/Bingo License Instructions**

**Township of Robbinsville  
Office of the Township Clerk  
1 Washington Boulevard, 2<sup>nd</sup> Floor, Suite 6  
Robbinsville, NJ 08691  
(609) 918-0002**

## **Identification Number Required:**

Qualified Organizations shall register with the Legalized Games of Chance Control Commission and secure an identification number by calling the number below before applying for a raffle or bingo license.

*Legalized Games of Chance Control Commission: 973-273-8000*

## **Qualified Organizations:**

Qualified Organizations must have at least 25 members and must be:

- Religious Organizations
- Charitable Organizations
- Educational Organizations
- Veterans Organizations
- Fraternal Groups
- Civic and Service Clubs
- Volunteer Fire Companies
- Volunteer First Aid/Rescue Squads
- Senior Citizen Organizations

## **Groups NOT qualified for games of chance:**

- Political Parties
- PBA and other Labor Unions
- Chambers of Commerce
- Governmental Agencies

## **No Games on Sunday:**

No games of chance shall be conducted on Sundays (NJAC 13:47-6.8), except for bingos (Township of Robbinsville Code Section 130-1).

## **Conduct and rules of games:**

All rules and regulations regarding games of chance and how to conduct them can be found on the website for the Legalized Games of Chance Control Commission. Please remember to read through these statutes and conduct your games accordingly.

*<http://www.state.nj.us/lps/ca/lgccc/lgccc.pdf>*

## **RETURNING APPLICATIONS**

1. You must return **4 copies** of the application. Each copy must have **original signatures** and be notarized. This must be handed in to the Municipal Clerk at least **22 Business Days** prior to when you are selling tickets (off-premise draw raffle) or when your drawing or game is held (other types of games).

A separate application and license shall be used for each type of raffle and shall specify the particular type of raffle (for example, on-premises draw - merchandise, off-premises 50\50). [N.J.A.C. 13:47-4.6(b)5] The application may be accepted provided the application does not include:

- a. Dates that exceed a period of one year.
  - b. Dates in a specific time period in excess of the maximum allowed for raffles. (For example, the applicant may have already received license(s) to conduct six raffles in a given month. A new raffle application for the same month would not be allowed because it would raise the number of raffles to seven for that month.)
  - c. A date of an occasion beyond the date upon which the applicant's registration with the Control Commission expires.
2. You must submit a copy of your **Identification Card** from the Legalized Games of Chance Control Commission with your applications. If you do not have one, you must call them at **973-273-8000** and obtain one prior to submitting your application.
  3. You must submit **2 copies** of a sample raffle ticket.
  4. If you are not using roll tickets, the sample ticket must have the following information:

**Contents of ticket for off-premises raffle awarding merchandise as a prize:**  
(NJSA 13:47-8.7)

When tickets are sold for an off-premise raffle awarding merchandise as a prize, each ticket shall contain at least the following information, which shall be clearly and conspicuously set forth on the face of the ticket:

1. Name of the qualified organization
2. Identification number of the qualified organization
3. Number of the license issued for the occasion
4. Place where the occasion will be held
5. Date and time of the occasion
6. A list of the prizes and the retail value of each
7. The number of the ticket
8. The price of the ticket
9. The purpose to which the entire net proceeds will be devoted

10. The statement: "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."
11. A ticket for which one of the prizes is an alcoholic beverage shall bear the statement: "Winner must be at least 21 years of age."
12. 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 drawing."
13. The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license issued for the occasion and the identification of the licensed organization.

**Contents of ticket for off-premises raffle awarding cash or money as a prize:**  
(NJSA 13:47-8.8)

When tickets are sold for an off-premise raffle awarding cash or money as a prize, each ticket shall contain at least the following information, which shall be clearly and conspicuously set forth on the face of the ticket:

1. Name of the qualified organization
  2. Identification number of the qualified organization
  3. Number of the license issued for the occasion
  4. Place where the occasion will be held and the date and time thereof
  5. The statement: "This is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate."
  6. 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
  7. The number of the ticket
  8. Price of the ticket
  9. The purpose to which the entire net proceeds will be devoted
  10. The statement: "No substitution of the offered prize may be made."
  11. 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 drawing."
  12. The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license issued for the occasion and the identification of the licensed organization.
  13. Tickets can be discounted, i.e. \$1.00 each or 6 for \$5.00 but this must be stated on the ticket.
5. At least **15 business days** must elapse between the time the municipality forwards the application and the licensing fee to the Control Commission and date the license is issued to the applicant (*NJAC 13:47-4.3 – changed from 14 days in 2006*). Applications and fees are forwarded to the LGCCC by the Municipal Clerk's Office within 3 business

days following the meeting of the Governing Body. This requirement of the law is so that the LGCCC has time to review your application and determine whether or not it is approved. If it is not approved, you will be notified. If it is approved, we will contact you to pick up your license. You may not hold a raffle or bingo, nor sell tickets without receiving your raffle license from us.

6. Fees for bingo and for raffle licenses are due in full at the time the application is filed with the municipality. For raffles licenses for 50/50s, the \$20.00 fees to both The Township of Robbinsville and to Legalized Games of Chance Control Commission are due at the time the application is filed and, if the awarded prizes exceed \$1,000, additional fees of \$20.00 to The Township of Robbinsville and a fee of \$20.00 to Legalized Games of Chance Control Commission per \$1,000 or part thereof awarded as a prize is due upon the filing of the Report of Operations.

### **FEES:**

**\*\*NOTE: New fees in effect 10/1/06**

#### **1. Off Premise Draw Raffle:**

A raffle awarding cash (50/50) or merchandise. These tickets may be sold prior to the event. Fees are submitted for every \$1,000.00 or part thereof of the retail value of the awarded prizes:

Prize Amount to be Awarded: \$0-\$1,000

One check payable to: Township of Robbinsville - \$20.00 **AND**

One check payable to: Legalized Games of Chance Control Commission - \$20.00

Prize Amount to be Awarded: \$1,001 - \$2,000

One check payable to: Township of Robbinsville - \$40.00 **AND**

One check payable to: Legalized Games of Chance Control Commission - \$40.00

#### **On Premise Draw Raffle:**

A raffle awarding cash or merchandise prizes. Tickets can only be sold at the event. There is no fee if the value of the prize is \$400.00 or less.

If the prize value is over \$400.00, fees for each day on which the drawing is held:

One check payable to: Township of Robbinsville - \$20.00 **AND**

One check payable to: Legalized Games of Chance Control Commission - \$20.00

#### **Non-draw raffles:** (Carnival games or wheels)

Fees for each game or wheel held on any one day, or any series of consecutive days not exceeding six in any one week at one location:

One check payable to: Township of Robbinsville - \$20.00 **AND**

One check payable to: Legalized Games of Chance Control Commission - \$20.00

**Bingo:**

Fees for each occasion bingo is held:

- One check payable to: Township of Robbinsville - \$20.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$20.00

**Calendar Raffle:**

For each \$1,000 or part thereof of the retail value of the prize(s) to be awarded:

- One check payable to: Township of Robbinsville - \$20.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$20.00

**Instant Raffle:**

Per day:

- One check payable to: Township of Robbinsville - \$20.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$20.00

Or for a one year period:

- One check payable to: Township of Robbinsville - \$750.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$750.00

**Duck Race:**

Fees for each \$1,000.00 in prize or part thereof of the retail value of the prize(s) to be awarded:

- One check payable to: Township of Robbinsville - \$20.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$20.00

**Hole in One:**

Fees for each \$1,000.00 in prize or part thereof of the retail value of the ancillary prize(s) to be awarded:

- One check payable to: Township of Robbinsville - \$20.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$20.00

**Casino Night:**

Fees for each day of operation including up to five gaming tables:

- One check payable to: Township of Robbinsville - \$100.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$100.00

There is an additional \$40.00 fee (\$20.00 to Township of Robbinsville and \$20.00 to Legalized Games of Chance Control Commission, for each day of operation for each additional game table).

**Armchair Race:**

Fees per licensed day of operation:

- One check payable to: Township of Robbinsville - \$50.00 **AND**
- One check payable to: Legalized Games of Chance Control Commission - \$50.00

**Special door prize raffle:**

No fee is payable and no license is required, provided the merchandise is wholly donated, has a total retail value of less than \$50.00 and the raffle is conducted in accordance with the following:

- a. A "special door-prize raffle" can be conducted without a license if:
  - (1) The organization is a qualified organization with an identification number.
  - (2) There is no extra charge made for the raffle.
  - (3) Only donated merchandise prizes with a total retail value of less than \$50 can be given.
  - (4) No other game of chance is being conducted on the occasion.
  - (5) Notice of the special door prize raffle has been given to the Municipal Clerk.
  
- b. The notice to the Municipal Clerk shall be made at least one week in advance of the raffle. One copy shall be forwarded to the Control Commission. *[N.J.A.C. 13:47-3.11]* The notice shall be in writing, in duplicate, signed by an officer, giving the following:
  - (1) Name and identification number of the organization.
  - (2) The place and date for the special door prize raffle or raffles.
  - (3) A description of the prizes and the retail value thereof.
  - (4) Names of the donors of the prize.

**OTHER ITEMS TO WATCH FOR ON YOUR APPLICATION:**

**FREQUENCY OF GAMES**

- 1. No organization shall conduct any game(s) of chance more often than as set forth in this section:
  - a. Bingo shall not be conducted more often than six days in any calendar month.
  - b. On-premises draw raffles awarding either cash or merchandise as prizes shall not be conducted more often than six days in any one week.
  - c. Off-premises draw raffles awarding merchandise prizes shall not be conducted more than six days in any one week.

- d. Non-draw raffles (wheels and games) shall not be conducted more often than six days in any one week.
  - e. Off-premises 50/50 cash draw raffles shall not be conducted more often than once in any calendar month.
  - f. A Duck-Race raffle shall not be conducted more often than once in any calendar month.
  - g. A calendar raffle shall not be conducted more than twice in any calendar year.
  - h. Instant raffles may be conducted 365 days per year in any location in the municipality but only from one location at a time. For an additional \$10.00 fee, instant raffles may be at two locations on one day, once during a calendar year.
  - i. Armchair race events shall not be conducted more than six times in any one week. License is valid from 12:00 a.m. on the date of the occasion to 2:00 a.m. the next day.
  - j. Casino night shall not be conducted more than six times in any one week. The license is valid from 12:00 a.m. on the date of the occasion to 2:00 a.m. the next day.
2. Only the day upon which a drawing or allotment of prizes takes place shall be considered when determining the frequency of games prescribed by this section.

### **LOCATION OF GAMES FOR BINGO:**

No game may be conducted where alcoholic beverages are sold, dispensed or consumed during the period of the commencement of the first and the conclusion of the last bingo game of the occasion. *[N.J.A.C. 13:47-7.3]*

## **RULES ABOUT PRIZES**

### **ALCOHOL AS A PRIZE**

Beginning on August 21, 2006, alcohol is no longer a prohibited prize. If alcohol is to be given as a prize, then a ticket for which one of the prizes is an alcoholic beverage shall bear the statement "Winner must be at least 21 years of age." *[N.J.A.C. 13:47-8.7]*

In addition, a sign should be located next to the prize stating that the winner must be at least 21 years of age.

### **PROHIBITED PRIZES:** *[N.J.A.C. 13:47-6.20]*

- 1. Real estate or an interest therein
- 2. Bonds
- 3. Shares of stock

4. Securities or evidences of indebtedness
5. Weapons
6. Live Animals (except a gift certificate redeemable for live, edible seafood)
7. Personal or professional services for escort services
8. Foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender)
9. Tobacco products
10. Motor vehicle leases or any merchandise refundable in any of the above or in money or cash
11. No prize consisting of cash or money shall be offered or awarded except in the case of:
  - a. 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 within the limits as set forth in *N.J.A.C. 13:47-8.22*; or
  - b. Any bingo game(s) conducted in accordance with the provisions of this chapter and Bingo Licensing Law; or
  - c. Big six wheels and horse race wheels conducted in accordance with the provisions of *N.J.A.C. 13:47-8*.

**RAFFLE PRIZE LIMITATION:**

No prize having a retail value greater than that set forth in this section shall be offered or awarded in any raffle. [*N.J.A.C. 13:47-8.3*]

- a. The aggregate retail value of all prizes offered by a licensee for all off-premises raffles in any one calendar year cannot exceed \$500,000, and no one raffle shall have a prize or prizes of a sum greater than \$100,000. This rule does not apply to on-premises raffles or where all the prizes are donated.
- b. No prize having a retail value of more than \$500 can be awarded for any non-draw raffle (for example, carnival).
- c. The aggregate value of all merchandise prizes awarded at an Armchair Race event by drawing and/or redemption shall not exceed \$100,000.00. [*N.J.A.C. 13:47-18.20*]

**BINGO PRIZE LIMITATION:** [*NJAC. 13:47-7.2*]

- a. A schedule of prizes should show the number of games to be played on each occasion and the cash to be awarded for each game. The retail value of each merchandise prize should be given.
- b. No bingo prize may be awarded in excess of \$250.00 for a single game, nor may the total of all prizes offered in all games held on one occasion exceed \$1,000.00. Progressive jackpot bingo games and 50/50 bingo games shall not be subject to, nor included in, the tabulation of prizes.
  - (1) No more than 35 games for each occasion are allowed.
  - (2) No more than \$1,000 cash or retail value are permitted for each occasion.
  - (3) No more than \$250 cash or retail value are permitted for any one game.
  - (4) Reduced prize schedules based on attendance are acceptable provided the application for bingo license and license so specify. If a licensee avails itself of this provision, it must announce at the beginning of each game the number of people present and the prizes to be awarded. *[N.J.A.C. 13:47-7.20]*

Progressive jackpot game

- a. Must be a full card pattern. *[N.J.A.C. 13:47-7.25]* Before the game the caller must announce the maximum number of numbers to be called to win the jackpot prize, the value of the jackpot game and the consolation prize.
- b. Cannot be played as the last game of an occasion. *[N.J.A.C. 13:47-7.26]*
- c. No progressive shall continue for more than ten (10) successive weeks. *[N.J.A.C. 13:47-7.31]*
- d. When a license expires prior to the tenth occasion, all prizes shall be awarded on the last occasion authorized under the license. *[N.J.A.C. 13:47-7.34]*
- e. If a progression cannot be completed due to an emergency condition, the licensee shall file an amendment, on form LGCCC 7-A, no later than the day following the day when the licensee knows of its inability to complete the progression. *[N.J.A.C. 13:47-7.35]*

50/50 bingo game

- a. Before the drawing of the first number the caller shall announce the dollar amount of the prize to be awarded to the winner(s).
- b. Cannot be played as the last game of an occasion. *[N.J.A.C. 13:47-7.39]*

Multi-Color bingo - 25%-50%-75% of gross receipts of game based on color of card.

Pre-draw game - 90% of the gross receipts of the game are awarded if bingo is achieved within 50 numbers. If additional numbers are drawn:

51 numbers	80%
52 numbers	70%
53 numbers	60%
54 numbers or more	50%

**OTHER IMPORTANT INFORMATION YOU MAY NEED TO KNOW:**

Again, please refer to the website for the Legalized Games of Chance Control Commission for a full set of rules and regulations. <http://www.state.nj.us/lps/ca/lgccc/lgccc.pdf>

**CHARGE FOR PLAYING BINGO** [N.J.A.C. 13:47-7.5]

- a. No more than \$1.00 and no less than \$0.50 shall be charged. This 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 entitles a person to at least one card, allowing such person to participate without additional charge in all regular games played on that occasion.
- b. No more than \$1.00 and no less than \$0.25 may be charged for any extra card used for regular games.
- c. No charge in excess of \$1.00 may be made for any special game, including 50/50, multi-color and progressive.
- d. All charges to participate shall be paid in cash. No check shall be accepted or extension of credit allowed. Extension of credit shall include but not be limited to, purchases on account or through the use of a credit card or bank card.
- e. All cards shall be sold for a uniform unit price without discount or allowance for the purchase of more than one card.

**PLAYERS UNDER 18:**

No person under the age of 18 years can participate as a player in any bingo, draw or non-draw raffle (unless the non-draw raffle offers a prize of merchandise only and does not include cash or money). [See N.J.A.C. 13:47-6.10 on website for more information]

**ASSISTANCE IN CONDUCTING GAMES OF CHANCE:**

No person can assist in conducting a game of chance except:

- Active members of the licenses
- Active members of its parent organization
- Active members of an auxiliary organization
- Active members of an organization of which the licensee is an auxiliary or of an organization having a common parent organization
- Person who is not a member as described above and who has been approved by the Commission in accordance with the provisions of the above statute and who will be compensated for holding, operating or conducting or assisting

No person under the age of 18 can assist in conducting any game of chance nor run prizes.

Before members of an affiliated organization can assist the licensee in the conduct of the game of chance, the affiliated organization shall register with the Control Commission and secure an identification number.

No person can assist in the conduct of bingo, who has engaged in the conduct of bingo for any unaffiliated licensee during the same calendar year.

No person can participate as a player in any game of chance conducted on that occasion while assisting in the conducting of games of chance of any kind.

### **REPORTS OF OPERATIONS:**

1. The licensee shall file one copy of the Report of Operations no later than the fifteenth (15th) day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

In the case of raffles, a separate report shall be used for each type of raffle for which a license is issued.

2. The Report of Operations shall be on the form provided by the Control Commission. The report shall contain the following information:
  - a. Gross receipts derived from each game;
  - b. Expenses incurred or paid, to whom paid and a description of the merchandise purchased or the services rendered therefor;
  - c. Net profit from each game and the uses to which the net profit has been or will be applied; and
  - d. A list of prizes offered or given and their respective values.
3. A monthly report need not be submitted for a special door prize raffle, however an annual report must be filed. *[N.J.A.C. 13:47-9.3]*
4. When a game is not held on any date when a license authorizes it, a report to that effect shall be filed with the Control Commission. *[N.J.A.C. 13:47-9.4]*
5. If a licensee fails to file a report within the time required, that license is suspended and no further license can be issued until the default has been corrected. *[N.J.A.C. 13:47-9.5]*
6. Upon the filing of the last game authorized in the license, the license shall be attached to the Report of Operations filed with the Control Commission.