

MONTVILLE TOWNSHIP **RAFFLE LICENSE APPLICATION INSTRUCTIONS**

If you are applying for a license in Montville Township, your event (tricky tray, raffle, etc.) MUST be drawn in Montville Township.

- **Please file your application at least 4 weeks in advance of your event or the date you wish to begin selling tickets.** After Township approval, the application is sent to the NJ Legalized Games of Chance Control Commission (LGCCC) for review and approval. The Commission's review period is 15 days, **NO SOONER**. Your license will not be issued before the end of the Commission's 15 day review period.
- **SUBMIT FOUR (4) COPIES of the Application for Raffles License – ALL COPIES with ORIGINAL and NOTARIZED signatures of at least one (1) officer of the registered organization and one (1) person in charge of the event (required).**
- Fill out all information applicable to you. You must fill out: date, time, and place of raffle, type of raffle, items of expense (donated or not), description of purposes, description of prizes, officers including addresses, members in charge including addresses and telephone numbers. Chapter 206-1 of the Montville Township Code permits raffles and bingo to be conducted on Sundays as long as the limit on number games per week or month are not exceeded.
- You **must** present an unexpired LGCCC registration with the LGCCC ID # to the Municipal Clerk's office when you submit your application. Your event has to be scheduled before the registration's expiration date. Your event cannot be over 1 year away from your application date.
- Indicate if you are using roll tickets or having tickets printed. If you are having tickets printed, you must submit a sample ticket and have the printer fill out the Printer's Certificate. Both i.d. #'s (State and Montville's) **must** be printed on the ticket.
- **Fees:** One check payable to Montville Township for \$10. Also, a check payable to the Legalized Games of Chance Commission for \$20 for each instance the game is being held must be submitted with the application. If the retail value of your prize is more than \$1,000, then the Township fee is another \$10 for each \$1,000.
- **After** your event or drawing, you **must** fill out a Raffle Report of Operations form. Fill in all information applicable and sign and have notarized. Mail directly to State and submit a copy to Municipal Clerk's office. If you do not submit this form, you will be denied any future licenses.

Margaret Shepard, Deputy Township Clerk
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www.consumeraffairs.gov/lgccc