



**TOWNSHIP OF EAST HANOVER
411 RIDGEDALE AVENUE
EAST HANOVER, NJ 07936
(973) 428-3000
FAX (973) 887-7210**

INSTRUCTIONS FOR RAFFLE LICENSE

- 1) An Application for a Raffle License must be submitted to the Township Clerk's office at least ten days prior to the date of a Township Council meeting, which is usually held on the first Monday of each month. **Please check with the Clerk to confirm meeting date.**
- 2) The Township Council's approval of the raffle is conducted at a public meeting. The approved raffle license will be mailed to the applicant **15 business days** from the date of the Council meeting.
- 3) A valid registration certificate bearing the organization name and identification number issued by Legalized Games of Chance Control Commission must be provided. An expired registration certificate will not be accepted.
- 4) The application must include all required attachments applicable to the type of raffle held; i.e., sample ticket for off-premise raffles (attached), Statement of Raffles Equipment Supplier Lessor (LGCCC Form 13), list of games and wheels, and required licensing fees.
- 5) Four (4) copies must be completed for each raffle license application. **"Part I" must have original signatures of an officer, one member, and notary public on all 4 copies.**
- 6) A separate application must be completed for each **type** of raffle:
 - ***On Premise 50/50 Draw Raffle*** ~ Fee payable is \$20 for each day on which a drawing(s) is to be conducted only if the anticipated prize is in excess of \$400. Otherwise, there is no license fee.
 - ***On Premise Merchandise Draw Raffle*** ~ Fee payable is \$20 for each day on which a drawing(s) is to be conducted only if the anticipated prize is in excess of \$400. Otherwise, there is no license fee. In the event the total retail value of the merchandise awarded exceeds \$400, the applicant shall submit the required fee of \$20 at the time of filing the Report of Operations.

- ***Off Premise 50/50 Raffle*** ~ Tickets are sold in advance of the occasion of the drawing. A sample ticket is attached and must be included with the application. Fee payable is \$20 at the time the application is filed for each day on which a drawing(s) is to be conducted. In the event the awarded prize exceeds \$1,000, an additional fee of \$20 for each \$1,000 (or part thereof) shall be submitted at the time of filing the Report of Operations.
 - ***Off Premise Merchandise Draw Raffle*** ~ Tickets are sold in advance of the occasion of the drawing. A sample ticket is attached and must be included with the application. Fee payable is \$20 for each \$1,000 (or part thereof) of the total retail value of the prize(s) to be awarded.
 - ***Non-Draw Raffles (Carnival Games & Wheels)*** ~ Fee payable is \$20 for each game or wheel held on any one day, or any series of consecutive days, not exceeding six (6) at one location. LGCCC Form 13 must be submitted with application.
 - ***Casino Night*** ~ Fee payable is \$100 per occasion. LGCCC Form 13 must be submitted with application.
 - ***Calendar Raffle*** ~ Awarding cash or merchandise as a prize: \$20 for each \$1000 (or part thereof) of the total retail value of the prize(s) to be awarded. Requirements: 1 drawing per week, minimum of 3 months up to maximum of 12 months, and sample calendar must be submitted with application.
- 7) The required license fees shall be payable by check or money order to both the **Township of East Hanover** and **Legalized Games of Chance Control Commission** in similar amounts. If more than one raffle license application is submitted, a separate check or money order is required for each application for **Legalized Games of Chance Control Commission ONLY**.
- 8) A **Raffle Report of Operations**, required by N.J.A.C. 13:47-9, must be filed with Legalized Games of Chance Control Commission no later than the 15th day of the month following the raffle occasion. For Non-Draw Raffles only, Form 8R-A1 (Reporting on Wheels and Games), must also be completed and attached to the Raffle Report of Operations.

If you have any questions with regard to any of the above instructions, please contact the Clerk's office at (973) 428-3000.

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%;"> <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: 45%;"> <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: 20px;">Ticket #</p>	<div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">NJ LGCCC Identification #</p> <p style="width: 45%;">Municipal RL #</p> </div> <hr style="margin: 10px 0;"/> <p style="text-align: center;">Name of Organization</p> <p style="text-align: center; font-size: 1.2em; font-weight: bold; margin: 10px 0;">50/50</p> <p style="text-align: center;">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> <hr style="margin: 10px 0;"/> <p style="text-align: center;">Location of Drawing</p> <hr style="margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Date of Drawing</p> <p style="width: 45%;">Time of Drawing</p> </div> <hr style="margin: 10px 0;"/> <p style="text-align: center;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <hr style="margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Price of Ticket</p> <p style="width: 45%;">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.

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: 15%; text-align: center;">Name</div> <div style="width: 15%; text-align: center;">Address</div> <div style="width: 15%; text-align: center;">State</div> <div style="width: 15%; text-align: center;">City</div> <div style="width: 15%; text-align: center;">ZIP code</div> <div style="width: 15%; text-align: center;">Telephone Number</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div> <hr style="border: 0.5px solid black; margin-top: 20px;"/> <div style="text-align: center;">Ticket #</div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; text-align: center;">Municipal RL #</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="text-align: center;">Name of Organization</div> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">List of Prizes</div> <div style="width: 45%; text-align: center;">Retail Values</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="text-align: center;">Location of Drawing</div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">Date of Drawing</div> <div style="width: 45%; text-align: center;">Time of Drawing</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="text-align: center;">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."</div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">Price of Ticket</div> <div style="width: 45%; 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.



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.



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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	\$ _____



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**Instructions for Filing the Raffle Report of Operations
for Non-Draw Raffles (Carnival Games and Wheels)**

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 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 his/her name and title, and sign the document before a notary public. Reports which are not properly certified will be mailed back.

Raffle Report of Operations completed on paper 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. Please be advised that only Form 8R-A needs to be certified.

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.

Reporting on Wheels and Games

(This form is to be completed and attached to Form 8R-A for Non-Draw Raffles.)

Date: _____ ID number: _____ License number: _____

Name of licensee: _____

Address: _____

Wheels and Games	Gross Receipts	Cost of Purchased Prizes	Description of Prizes	Retail Value of Prizes
Wheel # 1				
Wheel # 2				
Wheel # 3				
Wheel # 4				
Wheel # 5				
Wheel # 6				
Wheel # 7				
Wheel # 8				
Wheel # 9				
Wheel # 10				
Game # 1				
Game # 2				
Game # 3				
Game # 4				
Game # 5				
Game # 6				
Game # 7				
Game # 8				
Game # 9				
Game # 10				
Total Number of Wheels and Games				

