

## TOWNSHIP OF LONG HILL QUICK CHECK LIST

### DO

1. The original **current I.D. certificate** issued by the State of New Jersey *shall* be brought in when submitting an application for a raffle. The I.D. number shall appear on the application.
2. Submit four **(4) original copies** to the Office of the Township Clerk at least eight (8) weeks *prior* to the event.
3. Have an **officer of the organization as well as the member in charge of the game** sign **all** applications **in the presence of a notary.**
4. Submit **four (4) copies of a sample ticket** for off-premise raffles. (See attached forms).
5. Complete **separate** set of raffle of applications for ***each*** On- Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.
6. Bring **two checks** in the proper amount: one payable to the **Legalized Games of Chance Control Commission** and one payable to the **Township of Long Hill** (use instruction sheet attached for the type of raffle you are conducting).
7. Following receipt of all documents, a **fifteen (15) business day holding period** imposed by Legalized Games of Chance Control Commission will apply before a license is issued.
8. If your event is a Casino night, must provide a **notarized Casino Night Form 13.**
9. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14
10. Complete a **Report of Raffles Operations** (must be notarized) and send to the Legalized Games of Chance Control Commission within **fifteen (15) days of the event.**

### DON'T

1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, cash (including American Express gift certificates), money trees, lottery tickets or any merchandise refundable in any of the foregoing or as money or cash.  
(Note: cash prize only allowed when a 50/50 raffle is held.)

State of New Jersey  
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION  
PO BOX 46000  
Newark, NJ 07101  
973-273-8000

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

(All state forms are available on this website)

## RAFFLES LICENSING FEES

### OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE

("Off-premise" is one in which tickets are printed and sold in advance of the occasion of the drawing.)

Amount of retail value of prizes	Fee to Licensing Municipality	Fee to Legalized Games of Chance	Total
0 - \$1,000	\$ 20.00	\$20.00	\$40.00
\$1,000.01 - 2,000	40.00	40.00	80.00
2,000.01 - 3,000	60.00	60.00	120.00
3,000.01 - 4,000	80.00	80.00	160.00
4,000.01 - 5,000	100.00	100.00	200.00
5,000.01 - 6,000	120.00	120.00	240.00
6,000.01 - 7,000	140.00	140.00	280.00
7,000.01 - 8,000	160.00	160.00	320.00
8,000.01 - 9,000	180.00	180.00	360.00
9,000.01 - 10,000	200.00	200.00	400.00

To continue the above schedule, add a **\$20.00 fee for the licensing municipality** and **\$20.00 fee for the Legalized Games of Chance Control Commission** for each additional \$1,000 retail value.

### OFF-PREMISE 50/50 CASH RAFFLES

Two checks are to be submitted *at the time the application is submitted*:

**\$20.00** payable to **Legalized Games of Chance Control Commission**

**\$20.00** payable to the **Township of Long Hill**

If the cash award *exceeds* \$1,000, the balance of the fees, according to the schedule above, to be sent payable to LGCCC with the Report of Raffles that must be filed *and* one payable to the Township of Long Hill.

### ON PREMISE DRAW OR 50/50 VALUED UNDER \$400: No Fee

### ON-PREMISE DRAW OR 50/50 VALUED OVER \$400:

**\$20.00** to the Township of Long Hill for *each day raffle is held*

**\$20.00** to Legalized Games of Chance Control Commission for *each day raffle is held*

### NON-DRAW RAFFLE:(Carnival games)

**\$20.00** to the Township of Long Hill for each wheel or game conducted on any day or a series of six consecutive days in one week

**\$20.00** to Legalized Games of Chance Control Commission for each wheel or game conducted on any day or a series of six consecutive days in one week

### ON PREMISE DRAW CASINO NIGHT:

**\$100.00** to the Township of Long Hill

**\$100.00** to Legalized Games of Chance Control Commission

### ARMCHAIR RACE

**\$50.00** to the Township of Long Hill

**\$50.00** to Legalized Games of Chance Control Commission

**Note: All fees are to be paid by check or money order.**

## PLEASE PROVIDE CURRENT I.D. CERTIFICATE

## APPLICATION DEADLINES AND TICKET FORMAT

PLEASE FILL OUT ALL FOUR (4) APPLICATIONS INCLUDING SAMPLE TICKET FORMAT FORMS FOR OFF-PREMISE DRAW OR 50/50. ONE APPLICATION WILL BE RETURNED TO YOU. APPLICATION DEADLINE: Eight weeks before the event

## RAFFLE APPLICATION INSTRUCTIONS

1. READ APPROPRIATE PORTIONS OF THE LEGALIZED GAMES OF CHANCE CONTROL COMMISSION BOOKLET (available from the State). This is YOUR responsibility. Complete four (4) copies of the application:

**Part A - General - #3** - indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc. Off-Premise simply means that tickets will be sold in advance of the occasion of the drawing.)

**Part C - Schedule of Expenses** - Be sure to include as an Item of Expense the License Fee to the Township of Long Hill and the Legalized Games of Chance Control Commission and all items which will not be donated or the percentage not donated.

**Part D-1. Schedule of Purposes** - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....." Fill out four (4) copies of ticket format (see attached). The name of organization to which proceeds will be given and signature of individual authorized to accept proceeds.

**Part E -Schedule of Prizes** -The description should be detailed, i.e., a Sony Trinitron Plus 15" Color TV or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras. If part of the prize is donated, then its percentage and value must be indicated.

**Part G - Members of Applicant in Charge of Games** - Individuals listed must be members of the organization applying for the license.

**Part H - Members of Applicant Who Will Assist** - Same applies as in Part G.

**Part J - Statement of Applicant** - Original signatures of officer(s) and member(s) in charge of the game of applying organization needed on all four copies of application. These officers must sign the application before a Notary.

2. AFTER COMPLETION AND SUBMISSION OF APPLICATION

Raffles can not take place until the license is approved by the State of New Jersey and issued by Township Clerk's office. This **15 BUSINESS DAY WAITING PERIOD** is required for the State of New Jersey Legalized Games of Chance Control Commission to review the application. A raffle license issued by the Township Clerk's office will be mailed to the individual listed as the person in charge of the event following the wait period accompanied by the requisite Report of Raffles Operations (See #3).

3. REPORT OF RAFFLES OPERATIONS

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. **If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the actual ticket must be submitted with this report.** The LGCCC will advise upon receipt if an additional check is required. A check equal to the amount due the LGCCC will also be due and payable to the Township of Long Hill.

## REGULATIONS REGARDING CONDUCT OF RAFFLES

1. Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution to which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
2. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
3. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
4. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prizes(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."
5. **Within FIFTEEN (15) BUSINESS DAYS AFTER APPLICATION HAS BEEN SUBMITTED TO THE TOWNSHIP CLERK**, you will be notified by mail when the raffles application has been approved by Legalized Games of Chance Control Commission.
6. A **Report of Operations must be completed and signed before a Notary and** submitted to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, NJ 07101 **within 15 days from the Raffle. If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket *must be attached and submitted with this report.***

## GENERAL INTEREST TO RAFFLES LICENSE APPLICANTS

Please be sure to review the Legalized Games of Chance booklet available from the Legalized Games of Chance Control Commission with regard to the terms listed below so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Legalized Games of Chance Control Commission: <http://www.state.nj.us/lps/ca/lqccc/>

### PAGE

5.....	Authorized purpose
6.....	Draw raffle, Goods, etc, Net proceeds (raffle), Non-draw raffle
6.....	Off-premise, Off-premise 50/50
7.....	On-premise, On-premise 50/50, Qualified organization
8.....	Raffle, Raffle equipment, Special door prize (also see N.J.A.C. 13:47-2.7 and 13:47)
11.....	License to conduct
12.....	Filing
13.....	Separate application
18.....	Member in charge
19.....	Member in charge of proceeds
21.....	Advertise (see N.J.A.C. 13:47-6.14)
23.....	Prohibited prizes



# Township of Long Hill Police Department



**Michael Mazzeo**  
**Chief of Police**

264 Mercer Street Stirling, New Jersey 07980-1483

Office: 908-647-1800 Fax: 908-647-8587

Serving Millington, Stirling, Meyersville, Gillette, Homestead Park in Morris County

[www.Longhillnj.us](http://www.Longhillnj.us)

## Notice to: Raffle License & Social Affair Permit Applicants

Once you have completed and submitted your Raffle License/Social Affair Permit application to the Long Hill Township Municipal Clerk, a Detective from the Long Hill Twp. Police will contact you. This process is not lengthy, but the background investigation needs to be completed prior to any permit/license being authorized by the Township.

The background investigation consists of a state police name check, which does have a cost of \$20.00 (see below for details).

- NJ State Criminal History Check:

If you have internet access and can pay by credit card or electronic check, go to the following website: <https://www.njportal.com/njsp/criminalrecords/>

- Select Option: LOCAL Ordinance
- Enter ORI Number: **NJ0143000**
- Enter your SBI Number if available
- Make \$20.00 payment by credit card or e-check

Should you have any questions, please contact any detective at the Long Hill Twp. Police Department:

Lt. Ahmed Naga

908-647-1800 ext. 228

[anaga@longhillpolice.us](mailto:anaga@longhillpolice.us)

Det. Gary Bauer

908-647-1800 ext. 247

[gbauer@longhillpolice.us](mailto:gbauer@longhillpolice.us)

Det. Matt Newschwander

908-647-1800 ext. 227

[mnewschwander@longhillpolice.us](mailto:mnewschwander@longhillpolice.us)

Donation \_\_\_\_\_

No. \_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

To be awarded \_\_\_\_\_

Day

Month

Year

Time of Drawing

Place of Drawing \_\_\_\_\_

Prizes and Retail Value of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefit of \_\_\_\_\_

No substitute of the offered prize will be made and no cash  
will be given in lieu of the prize.

-----  
Donation \_\_\_\_\_

No. \_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

To be awarded \_\_\_\_\_

Day

Month

Year

Time of Drawing

Place of Drawing \_\_\_\_\_

Prizes and Retail Value of each:

50/50 CASH

\_\_\_\_\_  
\_\_\_\_\_

Benefit of \_\_\_\_\_

NO SUBSTITUTE OF THE OFFERED PRIZE

-----  
The purpose in submitting a sample ticket and having it approved by the  
Municipal Clerk is to insure that all the requirements will appear on the tickets  
which are to be offered for sale. It is your obligation to so instruct your printer.







**Part E - Officers of Applicant**

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	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

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

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

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

\_\_\_\_\_  
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.**