



SANDYSTON TOWNSHIP

133 Route 645 - Sandyston, NJ 07826
Tel: 973.948.3520 • Fax: 973.948.0783
www.sandystontownship.com

ELIGIBILITY

Applicants must have a current State Legalized Games of Chance Control Identification number. ID numbers expire every two years. If you have not renewed your identification number in the past two (2) years, or if you are applying for the first time, you must obtain a LGCCC Identification number by applying to:

Legalized Games of Chance Control Commission
PO Box 46000, Newark, New Jersey 07101

Please submit original certificate (to be returned) with application.

GENERAL REQUIREMENTS

- The Officers of a license shall designate an officer or member to be in full charge of, and responsible for, the proper utilization of the entire net proceeds of the games of chance in accordance with the law and the rules and regulations.
- The member in charge shall supervise all activities on the occasions for which he/she is in charge and shall be responsible for making the required Report of Operations thereon.
- Each registered organization shall establish, keep and maintain a bank account in a State of Federal chartered banking institution in 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.

NOTE: All Raffle tickets must be sold at uniform price (no 2/fors or arm's length)

SUBMISSION REQUIREMENTS

- Four completed, notarized Applications for Bing/Raffle License shall be submitted to the Clerk of SANDYSTON TOWNSHIP at least 10 days prior to the next Township Committee meeting to be approved by the Township Committee in accordance with N.J.A.C. 13:47-4.1
- Each application must contain at least two original signatures and a raised notary seal.
- A valid Identification/Registration Certificate (issued by Legalized Games of Chance Control Commission) must accompany your submission.
- For Off-Premise Raffles – four copies of your sample ticket must also accompany your submission

SUBMISSION DEADLINE

- Applications must be submitted to the Clerk of SANDYSTON TOWNSHIP at least 7 days prior to the next Township Committee meeting to be approved by the Township Committee in accordance with N.J.A.C. 13:47-4.1
- Township Committee meeting dates can be obtained from the Clerk's Office or from the SANDYSTON TOWNSHIP website www.sandystontownship.com

PROCEDURE AFTER GOVERNING BODY ACTION

- Upon approval of the Township Committee, the Clerk must send the application to Legalized Games of Chance Control Commission and allow **15 BUSINESS DAYS** for LGCCC to raise any objections before a license can be issued.
- License number cannot be issued to the applicant until the **15 BUSINESS** day period has transpired.
- After **15 BUSINESS DAYS**, a license will be issued and transmitted to the applicant. The license must be conspicuously displayed at the time and place of the drawing.
- The applicant must also post the "Is gambling a problem for you or someone in your family?" poster that will accompany the license.
- A sign must be posted stated that persons under the age of 18 are **PROHIBITED FROM PURCHASING TICKETS**.

SCHEDULE OF FEES

- **On-Premise 50/50 Raffle:** On-Premise 50/50 Raffle is defined as "*Tickets that are only sold at the time and the place of the drawing and the winner must be present.*" No fees should be submitted since the applicant cannot determine if the value of the prize(s) exceed \$400; **however, you must still submit an application for the raffle.** If you're the proceeds awarded for your On-Premise 50/50 exceeds \$400, please submit a \$20 check payable to Legalized Games of Chance Control Commission upon filing of the Report of Operations Form. If the proceeds awarded exceed \$1,000, an additional \$20 per thousand or part there should be paid upon filing of the Report of Operations Form. Please submit a \$10 check payable to SANDYSTON TOWNSHIP with submission of the application.
- **On-Premise Merchandise Raffle:** This requires a \$20 check to be made payable to Legalized Games of Chance Control Commission and a \$10 check to be made payable to SANDYSTON TOWNSHIP. If the total retail value of the prize(s) awarded exceeds \$1,000, an additional \$20 per thousand or part thereof, is to be paid upon submission of application or upon filing of the Report of Operations Form.

- **Off-Premise 50/50 Raffle:** Off-Premise 50/50 Raffle is defined as “*Tickets sold in advance of the drawing and winners need not be present to win.*” This requires a \$20 check to be made payable to Legalized Games of Chance Control Commission and a \$10 check to be made payable to SANDYSTON TOWNSHIP. If the total retail value of the prize(s) awarded exceeds \$1,000, an additional \$20 per thousand or part thereof, is to be paid upon submission of application or upon filing of the Report of Operations Form.
- **Off-Premise Merchandise Raffle:** This requires a \$20 check to be made payable to Legalized Games of Chance Control Commission and a \$10 check to be made payable to SANDYSTON TOWNSHIP. If the total retail value of the prize(s) awarded exceeds \$1,000, an additional \$20 per thousand or part thereof, is to be paid upon submission of application or upon filing of the Report of Operations Form.
- **Bingos:** This requires a \$20 check to be made payable to Legalized Games of Chance Control Commission and a \$10 check to be made payable to SANDYSTON TOWNSHIP.
- **Special Door Prize Raffle:** Requires **NO FEE** and **NO LICENSE**, providing the merchandise is wholly donated and has a retail value of less than \$50.
NOTE: Special Door Prize Raffle cannot be conducted when other games of chance are being conducted, held or operated.
- **Calendar Raffle:** This requires a \$20 check to be made payable to Legalized Games of Chance Control Commission (for each \$1,000 or part thereof of the retail value of the prize) and a \$10 check to be made payable to SANDYSTON TOWNSHIP.

CONDUCT OF GAMES

As per SANDYSTON TOWNSHIP Ordinance, Chapter 41 “Holders of Raffle or Bingo Licenses in the Township of Sandyston shall be allowed to hold raffles or bingo on Sunday in the Township of Sandyston.”

If you are holding a Bingo/Raffle in a town other than SANDYSTON TOWNSHIP, be sure to check the ordinances in that town.

BINGO/RAFFLE REPORT

- A Bingo/Raffle Report Form will accompany your license. **TWO completed, signed and notarized reports** must be filed with the Legalized Games of Chance Control Commission, PO Box 46000, Newark, NJ 07101 by the 15th day of the month FOLLOWING the bingo/raffle. **One copy should be retained for your files.**

- **The Bingo/Raffle License must be returned to Legalized Games of Chance Control Commission with the report for the last day covered by the license.**
- Failure to submit a Report of Bingo/Raffle Operations Form will result in Legalized Games of Chance Control Commission's denial of future licenses for your organization.

FINES AND PENALTIES

A violation of the bingo and raffles licensing laws or regulations carries a fine of up to \$7,500 for a first offense and up to \$15,000 for the second and each subsequent offense. In addition, the Commission is authorized to order restitution to an aggrieved party. All penalties may be collected in a summary manner pursuant to the Penalty Enforcement Act. New Jersey non-profit organizations can successfully raise funds through bingo or raffles. However, if the organization does not adhere to the bingo and raffles licensing laws or the regulations, the penalty may wipe out any profits realized. Care should be taken, therefore, to understand and comply with all applicable laws and regulations.