



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS

GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

TOWNSHIP OFFICES:
915 Valley Road
Gillette, NJ 07933
(908) 647-8000
FAX (908) 647-4150

APPLICATIONS FOR RAFFLE / BINGO LICENSES

Bingo/Raffle License Applications must be submitted at least three (3) months prior to the event to the Municipal Clerk's Office. All Applications must be in quadruplicate, be signed and notarized, include all necessary information and any and all necessary attachments (such as sample tickets). A valid registration certificate issued by the State of New Jersey Legalized Games of Chance Control Commission bearing the organizations name and Identification Number must be presented at the time of application. All appropriate fees will be collected at the time of application.

Please note that a separate application and license is required for each type of raffle game.

The Police Department must be contacted as soon as possible so proper investigations may be conducted. Please contact Sergeant Brown at (908) 647-1800 ext. 231

If you have any questions, please contact the Municipal Clerk's Office at 908-647-8000, ext. 215. Thank you.



Serving since 1924

Township of Long Hill Police Department



Daniel Hedden
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

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, **immediately** contact any detective from the Long Hill Township Police Department to make an appointment to begin the background investigation process. 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 \$18.00 (see below for details). Once you have made an appointment with a detective, please bring the following with you:

- Identification (A Valid Driver's license or County/State Identification card)
- \$18.00 **Certified Check** or **Money Order** made payable to: "NJ State Police, SBI"
 - **Note :The NJ State Police will NOT accept Money Orders from the Peapack-Gladstone Bank**

To make an appointment or should you have any questions about the background investigation process, please contact one of the following detectives:

| | | |
|-------------------------------|--------------|----------|
| Detective Sergeant Sean Brown | 908-647-1800 | ext. 231 |
| Detective James Marczewski | 908-647-1800 | ext. 227 |
| Detective Aaron Buerstetta | 908-647-1800 | ext. 229 |

BINGO & RAFFLE LICENSING FEES

BINGO:

\$20.00 for each occasion on which bingo is held.

RAFFLES:

1. ON-PREMISE DRAW RAFFLE FOR CASH (50/50) OR MERCHANDISE (exceeding \$400.00 total prize value) \$20.00 for each day on which a drawing is held.
2. ON-PREMISE DRAW RAFFLE FOR CASH (50/50) OR MERCHANDISE (not exceeding \$400.00 total prize value) no fee. If the raffle should exceed \$400.00, then submit \$20.00 at the time of filing report of operations.
3. OFF-PREMISE DRAW RAFFLES AWARDING MERCHANDISE AS A PRIZE \$20.00 per \$1,000.00 or part thereof of the retail value of the awarded prize(s).
4. CARNIVAL GAMES OR WHEEL \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding 6 at one location.
5. OFF-PREMISES CASH (50/50) RAFFLE \$20.00 per \$1,000.00 in awarded prize(s) or part thereof.
6. SPECIAL DOOR PRIZE RAFFLE no fee and no license, provided the merchandise is wholly donated and has a retail value of less than \$50.00.
NOTE: cannot be conducted when other games of chance are being conducted, held or operated.
7. CALENDAR RAFFLE \$20.00 per \$1,000.00 or part thereof of the retail value of the awarded prize(s).
8. INSTANT RAFFLE (a) \$20.00 for each day on which instant raffle tickets are sold or offered for sale or (b) \$750.00 for a one year license.
9. GOLF HOLE-IN-ONE \$20.00 per \$1,000.00 or part thereof of the retail value of ancillary prizes.
10. ARMCHAIR RACE \$50.00 per licensed day of operation.
11. CASINO NIGHTS \$100.00 per occasion.

CHECKS MUST BE PAYABLE TO:

-LEGALIZED GAMES OF CHANCE CONTROL COMMISSION
-TOWNSHIP OF LONG HILL

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.

Application for Raffles License

Application No. RA:

Identification No.

Insert name of Municipality

Prepare 4 copies of application. One copy will be returned

Part A General

1 Name of applying organization

2 a. Street address of headquarters

b. Mailing address (if different)

3 A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date

Hours

Date

Hours

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4 Address of place where Raffles will be played

a. Does the applicant own the premises or regularly occupy them for its general purposes? Yes No

5 If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 18.

Part B Qualification of Applicant

1 Is this the first time the applicant has applied for a license in this municipality? Yes No

2 If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? Yes No

3 If applicant is unincorporated, state number of members: members.

Part H Members of Applicant Who Will Assist in Conducting the Games

| Name of Member | Residence Address | Age |
|----------------|-------------------|-------|
| | | |
| | | |
| | | |

Part I Names of Other Organizations Whose Members Will Assist in Conducting the Games

| Name and Address of Organization | How Related | Identification Number |
|----------------------------------|-------------|-----------------------|
| | | |
| | | |

Part J Statement of Applicant and Member(s) in Charge

State of New Jersey }
 County of } ss.:

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, no prize will be offered and given in cash, except as otherwise provided by the Raffles Licensing Law, or of greater value than is provided in said Law.
- 7 All statements in the foregoing application are true.

Sworn to and subscribed before me this
 day of 19.....

Notary Public

(SEAL OF NOTARY)

.....
 Signature of Officer, and Title

.....
 Member in Charge

.....
 Member in Charge

.....
 Member in Charge

.....
 Member in Charge

Applicant's registration slip from the Control Commission must be presented to the Municipal Clerk with this application