



Township of Neptune
 Township Clerk's Office
 25 Neptune Blvd.
 Neptune, NJ 07753
 732.988.5200 Ext. 234

Checklist for Raffles Applicants

New Jersey Legalized Games of Chance Control Commission (LGCCC) has final say on all determinations for games of chance. Neptune Township acts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.

- All applications must be submitted 4 (four) weeks prior to event
 - **Date Submitted** _____
- Contact information for application
 - Name _____
 - E-mail _____
 - Phone _____
 - Organization _____
- Application must be submitted in quadruplicate (4 copies)
 - Each copy of the application must contain at least two (2) original signatures
 - **Each copy of the application must contain an original notary seal**
- Copy of valid Registration card issued by LGCCC
 - Must be valid through the date of Raffle
 - License Number _____ Expiration Date _____
- Date of Raffle _____
- Type of Raffle (50/50, Gift Auction, Calendar, Bingo) _____
- Is the Raffle On Premise of Off Premise (Please choose one)
 - On Premise _____
 - Tickets will only be sold at the event and **Winner must be present to receive prize**
 - Off Premise _____
 - Tickets can be sold prior to the event and **Winner does not need to be present to receive prize**
- Sample ticket needs to be provided if the raffle is **Off Premise**
- Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)
 - For fee schedule, please visit <http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx>
 - Common games of chance and corresponding fees are attached
- Check Number** _____ **Amount** _____
- Check for fees payable to Township of Neptune
 - Same as Fee paid to State, but will not exceed \$50.00 for each game.
- Check Number** _____ **Amount** _____

Helpful Hints

- For more information, visit <http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>
- Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the Town where the game is to be held.
- **An organization must apply with the LGCCC to obtain a registration.**
 - Must be a "Qualified Organization"
 - A bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
- **A Raffle Report of Operations** must be submitted to the LGCCC no later than the 15th day of the calendar month immediately following the date of the licensed activity.
 - Failure to file this report will result in future applications being denied
 - The form can be found at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>