

VERONA

Township of Verona, New Jersey



RAFFLE INSTRUCTIONS

OFF PREMISE PRIZE RAFFLES - prize(s) on printed tickets to be sold before event:

- 4 original copies of notarized application forms
- 1 copy of sample ticket
- 1 copy of State Identification card
- 1 affidavit for each member/officer listed
- 2 matching amount checks: 1 check in the amount of \$20 made payable to NJLGCCC
- 1 check in the amount of \$20 made payable to the Township of Verona

NOTE: Based on total prize value
\$20.00 for each \$1,000 of prize amount; if over \$1,000 increment, add additional \$20.00
EXAMPLE: \$15,500. Prize required check for \$320.

OFF PREMISE 50/50 RAFFLE – 50/50 printed tickets to be sold before event

- 4 original copies of notarized application forms
- 1 completed Printer's Certificate
- 1 copy of sample printed ticket
- 1 copy of State Identification card
- 1 affidavit for each member/officer listed
- 2 matching amount checks: 1 check in the amount of \$20 made payable to NJLGCCC
- 1 check in the amount of \$20 made payable to the Township of Verona

NOTE: Legalized Games will notify the organization of any money is owed after Report of Operations is filed.

ON PREMISE 50/50 RAFFLE – 50/50 roll of tickets sold only at event, not before

- 4 original copies of notarized application forms
- 1 copy of State Identification card
- 1 affidavit for each member/officer listed
- 2 matching amount checks: 1 check in the amount of \$20 made payable to NJLGCCC
- 1 check in the amount of \$20 made payable to the Township of Verona

NOTE: No check necessary in advance to Legalized Games of Chance. After event, LGCCC will send a bill to the organization if any money is owed after Report of Operations is received.

ON PREMISE TRICKY TRAY/GIFT MERCHANDISE AUCTION

- 4 original copies of notarized application forms
- 1 copy of State Identification card
- 1 affidavit for each member/officer listed
- 2 matching amount checks: 1 check in the amount of \$20 made payable to NJLGCCC
- 1 check in the amount of \$20 made payable to the Township of Verona

NOTE: If the total amount of prizes for tricky tray totals less than \$400, there is no licensing fee.

LEGALIZED GAMES OF CHANCE APPLICATION DIRECTIONS

LGCCC – “LEGALIZED GAMES OF CHANCE CONTROL COMMISSION” Newark, NJ

1. Obtain the appropriate applications (4 original copies) form and instruction packet
2. When filing the completed applications, present the original LGCCC registration certificate to the Municipal Clerk every time an application is filed
3. Make sure your registration certificate is valid for the date that you wish to hold the event
4. Be sure to submit the affidavit for each member listed on parts E and F on the application.
5. Make sure your LGCCC ID# that you write on the application is exactly as it appears on your registration certificate
6. Make sure the name of your organization on the application is exactly the same as it appears on your registration certificate
7. Include a description of the type of raffle you will be holding. If you do not know which type of raffle it is, contact us at 973-857-4770 and we will assist you
8. After the event, you are required to file a Report of Raffle Operations with the LGCCC no later than the 15th day of the calendar month immediately following the event. These forms will be sent to you along with your Raffle/Bingo License
9. Plan the event with plenty of lead time. We recommend that you submit the bingo/raffle license application at least 6 weeks prior to your scheduled event to the Municipal Clerk
10. We strongly recommend that you DO NOT have a printer proceed with printing off-premise raffle tickets until you receive the approved license
11. No later than the 15th day of the calendar month following the month in which a game of chance is conducted, the organization conducting the game and the member or members responsible for the conduct of the game must file a Report of Operation with the NJ LGCCC
12. 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 pursuant to N.J.S.A. 2A:58-1 et seq.

Questions? Contact the Verona Municipal Clerk’s office at 973-857-4770