

RAFFLES & BINGOS

Borough of Highlands

LICENSE APPLICATION PROCEDURES



Application

1. Please complete four (4) Raffle/Bingo applications per event. (providing original signatures of officers & members in charge with notary and raised seal on **all 4 copies**)
2. Show original valid Identification/registration card Issued by the **Legalized Games of Chance Control Commission**.
3. Submit four (4) copies of sample ticket (**OFF PREMISE MERCHANDISE & 50/50 RAFFLES ONLY**)
4. Applications must be completed and submitted to the Borough Clerk's office **twenty (20) days prior** to the scheduled event.
5. Upon Approval by the Borough Clerk, the application and applicable fees are forwarded to the Legalized Games of Chance Control Commission (LGCCC) for approval.
6. Licenses will be issued **approximately 14 calendar days** after the Borough Clerk's approval, unless it has been rejected by the LGCCC, pursuant to N.J.A.C. 13:47-4.3

Upon completion of a Raffle or Bingo the report of operations shall be sent directly from the organization to the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the Bingo/ Raffle was held. A copy of this report should be sent to the Borough as well.

SCHEDULE OF FEES:

On Premise 50/50 Raffle: *On premise is defined as: Tickets are only sold at the time and the place of the drawing and winner must be present.* No fees should be submitted since the applicant cannot determine if the value of the prize(s) exceeds \$400.00. If the proceeds exceed \$400.00 please submit a check to the LGCCC in the amount of \$20.00 for each day on which a drawing(s) is to be conducted under the license.

On Premise Merchandise Raffle: If the value of the prize should exceed \$400 or more it requires a per day or per event \$20.00 check made payable to the Legalized Games of Chance Control Commission (LGCCC).

Off Premise 50/50 Raffle: *Off premise is defined as: Tickets sold in advance of the drawing and winners need not be present to win.* This requires a \$20.00 check made payable to the LGCCC. If the retail value of the prize(s) awarded exceeds \$1,000.00 an additional \$20.00 per thousand or part thereof, is to be paid upon filing the reports of operations. **SAMPLE TICKET REQUIRED**

Off Premise Merchandise Raffle: Requires a \$20.00 check made payable to the LGCCC. If the **RETAIL** value of the prize(s) awarded exceeds \$1,000.00, an additional \$20.00 for each \$1,000.00 or part thereof, is to be paid to the LGCCC upon submission of application. **SAMPLE TICKET REQUIRED**

Instant Raffles: Requires a check for \$20.00 payable to the LGCCC for each day on which the instant raffle tickets are sold or offered for sale. For a one (1) year license a check of \$750.00 is payable to the LGCCC upon submission of application.

Bingo: Requires a check for \$20.00 payable to the LGCCC **PER BINGO DATE**.

Legalized Games of Chance Control Commission

CAN BE REACHED AT
(973) 273-8000

<https://www.njconsumeraffairs.gov/lgccc>

Continued on back

We are here to help!

Nancy Tran
Borough Clerk
(732) 872-1224 x201

Please make sure all
information is
submitted in a timely
manner -

**AT LEAST 20
BUSINESS DAYS
PRIOR TO EVENT -**
in order to facilitate
your license.

**APPLICATIONS NOT
RECEIVED IN THE TIME
REQUESTED WILL NOT
BE PROCESSED!**

Borough of Highlands

PLEASE MAKE SURE ALL
INFORMATION IS SUBMITTED
IN A TIMELY MANNER IN
ORDER TO FACILITATE YOUR
LICENSE!

SUBMIT APPLICATIONS TO THE
BOROUGH CLERK 20 BUSINESS
DAYS PRIOR TO THE EVENT

APPLICATIONS NOT RECEIVED
IN THE TIME REQUESTED
WILL NOT BE PROCESSED!

Carnival Games or Wheel: & Non Draw Wheel : Requires a \$20.00 check payable to the LGCCC for each game or wheel held on any one day, or any series of consecutive days *not exceeding 6 at one location.*



Special Door Prize Raffle: Requires **NO FEE** and **NO LICENSE**, the merchandise can be donated or purchased and has a retail value of \$200.00 or less . **NOTE:** Can be conducted with other raffles.

Calendar Raffle: RAFFLE MUST BE FOR A 3 MONTH DURATION.

Requires a \$20.00 check payable to the LGCCC. If the retail value of prizes awarded exceeds \$1,000.00, checks must include additional fees in the amount of \$20.00 for each \$1,000.00 or part thereof over the initial \$1,000.00.

Golf Hole-In-One: Requires a \$20.00 check payable to the LGCCC, (for each \$1000 or part thereof of retail value of ancillary prizes.)

Armchair Race: Requires a \$50.00 check payable to the LGCCC (per licensed day of operation)

Casino Nights or Texas Hold'EM :Requires a check for \$100.00 payable to the LGCCC (per occasion) No Money Prizes. Form 13 submitted with application.

Duck Race: Licensing fees payable by law to the LGCCC for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

We are here to help!

Nancy Tran
Borough Clerk
42 Shore Drive, Highlands Borough, NJ 07732
clerk@highlandsborough.org
(732) 872-1224 x201

We're on the Web!
www.highlandsborough.org

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