



# PLAINSBORO TOWNSHIP

Office of the Township Clerk  
641 Plainsboro Road  
Plainsboro, NJ 08536  
609-799-0909 Ext. 2547

## RAFFLE LICENSE INSTRUCTIONS

- a. Must submit **four (4)** all originally notarized copies of this application.
- b. Under **Date**, please state whether the raffle will be **on-premise** or **off-premise**.
  - On-premise → the tickets may **ONLY** be sold at the event
  - Off-premise → the tickets may be sold prior to the event

If tickets will be sold **BOTH** on-premise and off-premise, **eight (8)** all originally notarized copies of the application must be submitted.

- Four (4) stating **on-premise**
- Four (4) stating **off-premise**

- c. Must provide a copy of the Registration ID card from the State. **One (1)** is sufficient.
- d. Every application must have **two (2)** signatures:

An officer from **Part F** and a member-in-charge from **Part G** must sign the application. If it is the same person, that person must sign twice, both as an officer and member-in-charge.

- e. Must provide **two (2)** copies of a Sample Raffle Ticket (none required for on-premise raffles)

The Sample Raffle Ticket must display the following:

1. Name and ID # of Organization
2. Location of Drawing
3. Date and Time of Raffle
4. Price of Raffle Ticket
5. Ticket Number and Raffle License Number
6. Purpose to which net proceeds will be devoted
7. List of prizes & retail value of each (only if it is a merchandise raffle)
8. Statement: "No Substitution of the offered prize may be made"  
If 50/50 Cash Raffle - Statement: "This is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate"
9. If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool each winner will receive.

If using Roll Tickets - Must have **two (2)** samples of these tickets

### OFF PREMISE RAFFLE: - (\$20.00 for every \$1,000.00 or part of in prize value)

0 - \$1,000 = Twp. \$20.00 Control Commission = \$20.00  
\$1,001 - \$2,000 = Twp. \$40.00 Control Commission = \$40.00

### ON PREMISE RAFFLE:

One Check Payable to: Plainsboro Township - \$20.00

One Check Payable to: Legalized Games of Chance Control Commission - \$20.00



## **New Jersey Office of the Attorney General**

## Division of Consumer Affairs

Legalized Games of Chance Control Commission  
124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

Application No. **RA** \_\_\_\_\_  
Identification No. \_\_\_\_\_

# Application for a Raffle License

**Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.**

Please print clearly.

Name of municipality: \_\_\_\_\_

## Part A - General

1. Name of applying organization: \_\_\_\_\_
- 2a. 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).

4a. Address of place where raffles will be played:

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

5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

## Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose

## Part C - Schedule of Purposes

1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:
  
2. If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:

"It is hereby certified that \_\_\_\_\_  
Name of organization

Name of organization

will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part D - Schedule of Prizes

A description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as possible the information requested below.

**Part E - Officers of Applicant**

(1) Office	Name of officer	Age
Residence address	Telephone No. (include area code)	
	Day _____	Evening _____
(2) Office	Name of officer	Age
Residence address	Telephone No. (include area code)	
	Day _____	Evening _____
(3) Office	Name of officer	Age
Residence address	Telephone No. (include area code)	
	Day _____	Evening _____
(4) Office	Name of officer	Age
Residence address	Telephone No. (include area code)	
	Day _____	Evening _____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
		/ _____	_____
		/ _____	_____
		/ _____	_____
		/ _____	_____
		/ _____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
		_____
		_____
		_____
		_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
		_____
		_____
		_____

If more space is needed in any section of this application, insert extra sheets of paper.

**Part I - Statement of Applicant and member(s) in charge**

---

State of New Jersey

} ss.

County of \_\_\_\_\_

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, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances **is** permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge



**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission*  
must be presented to the Municipal Clerk with this application.**