



# RAFFLES & BINGOS



## Borough

### 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.

Revised 08/2021

#### 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 the 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 winner(s) 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  
(LGCCC)  
(973) 273-8000

[www.njconsumeraffairs.gov/lgccc](http://www.njconsumeraffairs.gov/lgccc)

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**We are here to help!**

**Nancy Tran**  
**Municipal Clerk**  
**(732) 872-1224 x201**

**Please make sure all  
information is submitted in  
a timely manner —**

**AT LEAST  
20 BUSINESS DAYS  
PRIOR TO THE EVENT**

**in order to process your  
license.**

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



**Borough of Highlands**  
**151 Navesink Ave.**  
**Highlands, NJ 07732**  
**[www.highlandsnj.gov](http://www.highlandsnj.gov)**

# Borough of Highlands

**PLEASE MAKE SURE THAT  
ALL INFORMATION  
IS SUBMITTED  
IN A TIMELY MANNER  
FOR PROCESSING!**

**Submit application  
to the Municipal Clerk  
at least 20 business days  
Prior to the event.**

**APPLICATIONS NOT  
RECEIVED IN THE TIME  
REQUESTED WILL BE  
DELAYED.**



**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  
Municipal Clerk  
151 Navesink Ave.  
Highlands Borough, NJ 07732  
clerk@highlandsnj.gov  
(732) 872-1224 x201**

**Visit us online at [www.highlandsnj.gov](http://www.highlandsnj.gov)**

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**(973) 273-8000**

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