

Raffle/Bingo License Instructions

**Township of Robbinsville
Office of the Township Clerk
2300 Route 33
Robbinsville, NJ 08691
(609) 259-3600**

Identification Number Required:

Qualified Organizations shall register with the Legalized Games of Chance Control Commission and secure an identification number by calling the number below before applying for a raffle or bingo license.

Legalized Games of Chance Control Commission: 973-273-8000

Conduct and rules of games:

All rules and regulations regarding games of chance and how to conduct them can be found on the website for the Legalized Games of Chance Control Commission. Please remember to read through these statutes and conduct your games accordingly.

<http://www.state.nj.us/lps/ca/lgccc/lgccc.pdf>

RETURNING APPLICATIONS

1. You must return **4 copies** of the application. Each copy must have **original signatures** and be notarized. A separate application and license shall be used for each type of raffle and shall specify the particular type of raffle (for example, on-premises draw - merchandise, off-premises 50\50).
2. You must submit a copy of your **Identification Card** from the Legalized Games of Chance Control Commission with your applications. If you do not have one, you must call them at **973-273-8000** and obtain one prior to submitting your application.
3. **Driver's Licenses** for each member in charge and assisting the member in charge of the games need to be submitted with the application to the municipality.
4. At least **14 calendar days** must elapse between the time the municipality forwards the application to LGCCC and the date the license is issued to the applicant. Applications and fees are forwarded to the LGCCC by the Municipal Clerk's Office within 3 business days **following** Police background check approval. This requirement of the law is so that the LGCCC has time to review your application and determine whether or not it is approved. You may not hold a raffle or bingo, nor sell tickets without receiving your raffle license from us.
5. Fees for bingo and for raffle licenses are due in full at the time the application is filed with the municipality. Please see the LGCCC website for the current fee schedule: [Pages - License Fees](#)

OTHER ITEMS TO WATCH FOR ON YOUR APPLICATION:

FREQUENCY OF GAMES

1. No organization shall conduct any game(s) of chance more often than as set forth in this section:
 - a. Bingo shall not be conducted more often than six days in any calendar month.
 - b. On-premises draw raffles awarding either cash or merchandise as prizes shall not be conducted more often than six days in any one week.
 - c. Off-premises draw raffles awarding merchandise prizes shall not be conducted more than six days in any one week.
 - d. Non-draw raffles (wheels and games) shall not be conducted more often than six days in any one week.
 - e. Off-premises 50/50 cash draw raffles shall not be conducted more often than once in any calendar month.
 - f. A Duck-Race raffle shall not be conducted more often than once in any calendar month.
 - g. A calendar raffle shall not be conducted more than twice in any calendar year.
 - h. Instant raffles may be conducted 365 days per year in any location in the municipality but only from one location at a time. For an additional \$10.00 fee, instant raffles may be at two locations on one day, once during a calendar year.
 - i. Armchair race events shall not be conducted more than six times in any one week. License is valid from 12:00 a.m. on the date of the occasion to 2:00 a.m. the next day.
 - j. Casino night shall not be conducted more than six times in any one week. The license is valid from 12:00 a.m. on the date of the occasion to 2:00 a.m. the next day.
2. Only the day upon which a drawing or allotment of prizes takes place shall be considered when determining the frequency of games prescribed by this section.

RULES ABOUT PRIZES

ALCOHOL AS A PRIZE

Beginning on August 21, 2006, alcohol is no longer a prohibited prize. If alcohol is to be given as a prize, then a ticket for which one of the prizes is an alcoholic beverage shall bear the statement "Winner must be at least 21 years of age." *[N.J.A.C. 13:47-8.7]*

In addition, a sign should be located next to the prize stating that the winner must be at least 21 years of age.

PROHIBITED PRIZES: *[N.J.A.C. 13:47-6.20]*

1. Real estate or an interest therein
2. Bonds
3. Shares of stock
4. Securities or evidences of indebtedness
5. Weapons
6. Live Animals (except a gift certificate redeemable for live, edible seafood)
7. Personal or professional services for escort services
8. Foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender)
9. Tobacco products
10. Motor vehicle leases or any merchandise refundable in any of the above or in money or cash
11. No prize consisting of cash or money shall be offered or awarded except in the case of:
 - a. A raffle conducted by a drawing with the prize(s) equaling fifty percent (50%) of the amount received for all tickets or right to participate, a calendar raffle within the limits as set forth in *N.J.A.C. 13:47-8.22*; or
 - b. Any bingo game(s) conducted in accordance with the provisions of this chapter and Bingo Licensing Law; or
 - c. Big six wheels and horse race wheels conducted in accordance with the provisions of *N.J.A.C. 13:47-8*.

PLAYERS UNDER 18:

No person under the age of 18 years can participate as a player in any bingo, draw or non-draw raffle (unless the non-draw raffle offers a prize of merchandise only and does not include cash or money). [See *N.J.A.C. 13:47-6.10* on website for more information]

REPORTS OF OPERATIONS:

1. The licensee shall file one copy of the Report of Operations no later than the fifteenth (15th) day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

In the case of raffles, a separate report shall be used for each type of raffle for which a license is issued.