



## BOROUGH OF OAKLAND, NEW JERSEY

Wendi Seelin  
Acting Municipal Clerk

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### Raffle License Instructions for Applicant

*Please allow a minimum of 30 days for complete processing and approval*

#### **Steps to follow for a complete application:**

1. Include a copy of your current Organizations LGCCC registration certificate (sample Attached).
2. Note this number on each application- top right-hand corner "Identification No."
3. The organization name you list on the application under "Part A- General, #1- Name of Organization"- must be identical to the organization name and registration certificate.
4. One application per raffle (1 original of each application) **NOTE: \*The last page of the application MUST have at least 2 original signatures and must be notarized.\***
5. Types of Raffles:
  - A. **Tricky Tray** = "On Premise Merchandise"
  - B. **50/50** = "On Premise Cash Raffle"
  - C. **Calendar Raffle**= tickets sold 3 months before the event, total \$ prize(s) known (sample ticket required with application)
  - D. **Off-Premise Merchandise** = big ticket item, i.e., motorcycle, jewelry piece, etc., tickets are sold 3 months in advance and retail value of the item **MUST** be known (sample ticket required with the application)
  - E. **Off-Premise Cash Raffle** = 50/50 tickets sold 3 months in advance, cash prize dollar amounts cannot be guaranteed (sample ticket required with the application)
  - F. **Casino Night** = equipment is rented for the event ("Form 13" is also required, obtain from the state approved vendor you are renting the equipment from)
6. (2) Checks per raffle application should be made out in the same amount to the LGCCC & the Borough of Oakland.

#### **Fees:**

- On Premise Merchandise & 50/50 Cash Raffles = \$20.00 flat fee
- Off Premise Merchandise = \$20.00 per \$1,000 of the total retail value of prize(s)
- Off Premise 50/50 Cash Raffles= \$20.00 up front then \$20.00 per every \$1,000 or part thereof\*
- Calendar Raffle = \$20.00 per \$1,000 of total prize value
- Casino Night = \$100.00 flat fee

#### **Reports after Event:**

As required by N.J.S.A.5:8-37 and N.J.A.C. 13:47-9, you will receive a "Reports of Operations" form, one per license, with your license(s). The report must be filed with the LGCCC no later than the 15<sup>th</sup> day of the month following the conduct of the games/raffle(s).

**\*Off-Premise Cash Raffles ONLY** – If monies collected were over the anticipated amount on your application you must submit a check to the LGCCC for the difference along with a completed Report of Operations.

Any Questions, please call the Borough Clerk's office at (201) 337-8111, ext. 2001. You may also refer to the LGCCC website: <https://www.njconsumeraffairs.gov/lgccc> or call their Newark office at (973) 273-8000.

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