

HOW TO APPLY FOR A RAFFLE/BINGO LICENSE

Any organization wishing to apply for a municipal license to conduct a bingo or raffle, must first register with and obtain an identification number from the New Jersey Legalized Games of Chance Control Commission (LGCCC). This registration is good for two years and is renewable every two years thereafter. Once the organization receives the registration identification number from the LGCCC, it may apply for a license from the Audubon Park Municipal Clerk.

Pursuant to NJSA 5:8-60.4 “The LGCCC shall prepare, publish and make available to any qualified organization, upon request, a pamphlet which describes in plain and simple language the rights, duties, and responsibilities of organizations conducting raffles and bingos and the exact manner in which games of chance are to be conducted”. **IT IS ALWAYS THE RESPONSIBILITY OF THE MEMBERS IN CHARGE TO KNOW THE RULES, REGULATIONS AND PROCEDURES FOR MAKING APPLICATION AND ADMINISTERING ANY GAME OF CHANCE.**

All applications must be first approved by the Mayor and Borough Council before being forwarded to the LGCCC, therefore, it is important that adequate time is allowed. An original application plus two copies must be received by the Township Clerk 7 days prior to approval by the governing body for formal action. The Municipally approved application will then be forwarded to the LGCCC for their Mandatory 14 calendar day review.

When applying for an off-premise raffle license, it must include two sample tickets with the application. No tickets may be printed or sold until the LGCCC’s 14 calendar day review period has expired.

FEES

As allowed by State Law, the Borough’s fee schedule is identical to that of the LGCCC’s. Therefore, when applications are submitted to the Borough Clerk, it must be accompanied by two separate checks, one written to the Borough of Audubon Park and one written to the NJ LGCCC. Both checks should be for the same amount. If you are submitting applications for multiple raffle licenses, the State requires a separate check for each application submitted. The Borough only requires one check.

ON-PREMISE RAFFLE (Tickets sold the date of the drawing)

Cash Prize less than \$400	No Fee
Cash Prize – \$400 or Greater	\$20.00 per occasion

OFF-PREMISE RAFFLE (Tickets sold in advance of the drawing)

Cash (50/50) \$20.00

(If cash prize exceeds \$1,000 then an additional fee required will be based on Report of Operations submitted to LGCCC.

Merchandise \$20.00 per \$1,000 retail prize value

BINGO

\$20.00 per game not to exceed 72 games per year.

For more information, call the LGCCC at 973-273-8000 or write to P.O. Box 46000, Newark, NJ 07101.