TOWNSHIP OF CHESTERFIELD
609-298-2311
CARYN M. HOYER, TOWNSHIP CLERK
INSTRUCTIONS FOR RAFFLE LICENSE APPLICATIONS

1. Four (4) copies of application must be submitted to the office of the Township Clerk. The application must include the following:

a. Original signatures on all four (4) copies.
b. All four (4) copies must be notarized.
c. Copy of the organizations registration identification certificate issued by the Legalized Games of Chance Control Commission.
d. Two (2) copies of the proposed raffle ticket.
e. Application fees. (all checks made payable to Legalized Games of Chance Control Commission)

2. Applications must be received in the Township Clerk's office at least one week prior to the Township Committee meeting. Meetings are held the second Thursday and fourth Thursday of each month. Summertime meeting schedules may vary. If approved, the application will then be sent to the State and the license cannot be issued for fifteen (15) business days. Please allow yourself enough time for all of the paperwork to be processed before your event. Everything should be submitted to the Township Clerk's office six (6) weeks prior to the date you wish to begin selling tickets for your event.

3. The following definitions are offered for your information:
"On-premise raffle" – tickets are sold only to persons present at place of drawing, prize awarded to person present at drawing. Can be merchandise prize of 50/50.
"Off-premise 50/50 raffle" – tickets are sold in advance of the drawing and the winner need not be present to win. Prize is equal to 50% of the amount received for all tickests sold.
"Off-premise draw raffle" – tickets are sold in advance of the drawing and the winner need not be present to win.

A MERCHANDISE RAFFLE AND A 50/50 RAFFLE REQUIRE SEPARATE APPLICATIONS. THESE RAFFLES CANNOT COMBINE ON ONE APPLICATION.

4. The following fees apply to raffle licenses:
a. On-premise raffle: under $400 in total prizes – no fee
Over $400 in total prizes - $20.00 per day

b. Off premise 50/50:
$20.00 upon application and $20.00 per $1000 for amounts in excess of $1000, which is submitted with the final report of operations.

c. Off premise draw raffle - $20.00 per $1000 of merchandise prize
d. Carnival Games or Wheels - $20.00 for each game or wheel
e. Casino Night - $100.00 per occasion

5. If application is approved by the Township Committee; the license will be issued fifteen (15) business days after that approval date. TICKEST CANNOT BE SOLD UNTIL LICENSE IS ISSUED.

REPORT OF OPERATIONS

One copy of the Report of Operations must be filed with the Games of Chance Control Commission no later than the 15th day of the calendar month immediately following the calendar month in which the raffle was held.