Township of Woodbridge
Procedure for Obtaining a Raffle/Bingo License

All organizations applying for a raffle license must have an identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission.

Raffle/Bingo Applications

License applications shall be filed in quadruplicate with the Municipal Clerk's office and the **original** Registration Certificate, that is valid through the date of the raffle, **must** be presented. Affidavits, and if applicable, fees, sample tickets, bingo/pocketbook bingo schedule of games or a Form 13 must be included when filing.

- Name of applying organization (Part A #1) must appear exactly as it does on the Registration Certificate.
- All applications and affidavits must have original signatures and original notaries. Only 1 set of affidavits is needed. Following approval of your application, the Municipal Clerk will file the application with Legalized Games of Chance Control Commission (LGCCC). The Municipal Clerk shall not issue the license until fourteen (14) calendar days after the application is forwarded to LGCCC.
- It is very important to submit your applications well in advance of the intended date of the raffle/bingo to ensure that there are no problems which could hold up the issuance of the license.
- If filing for Off-Premise 50/50 or Off-Premise merchandise raffles, a **sample ticket** must be submitted with the application.
- Remember, you cannot have tickets printed up until you obtain the license number from the Municipal Clerk following the fourteen (14) calendar days.
- If filing for a bingo/pocketbook bingo a **schedule of games** must be submitted with the application along with **admission price and number of bingo cards included with price.** Since there can be no tiebreakers, the **Pocketbook Bingo** schedule of games must also state the following:

"When more than one player is found to be the winner on the call of the same number in the same game, the designated prize shall be divided as equally as possible: and when division is not possible, substitute prizes, whose aggregate value shall not exceed that of the designated prize, shall be awarded, but such substitute prizes shall be of equal value to each other"

- It must be stated how multiple winners will be handled.
- **No tiebreakers** of any kind are permitted.
- If cash is to be given to multiple winners, it must come from admission sales.
- There can be no reserved seating at bingos.
- Cost of admission for bingos cannot include food/beverages or door prizes.
- Total value of pocketbooks not to exceed $3000.00.
- Flyers must contain both the LGCCC registration number and the municipal license number.
- Alcohol prohibited

Fees due to LGCCC and Woodbridge Township

- **Off-Premise 50/50 raffle (a raffle where the tickets will be printed and sold in advance of the date of the drawing):** $20.00 fee shall be paid to LGCCC and $20.00 to the Township at the time the application is filed. In the event that the awarded prize exceeds $1,000.00, an additional fee of $20.00 per thousand or part thereof shall be submitted along with the Report of Operations to both LGCCC and the Township.

- **Off-Premise merchandise raffle: (a raffle where tickets will be printed and sold in advance of the date of the drawing):** $20.00 per $1,000.00 or part thereof of the retail value of the prize(s) (i.e. a raffle with the total amount of prizes being $2,350.00 would pay $60.00 to LGCCC and $60.00 to the Township at the time the application is submitted to the Municipal Clerk.

- **On-Premise 50/50 raffle (a raffle in which all tickets are sold only at the event and not prior to):** If the anticipated prize to be awarded is under $400.00, no fees are due when application is filed. If, however, the awarded prize exceeds $400.00, the licensee shall forward along with the Report of Operations $20.00 to LGCCC and $20.00 to the Township.

- **On-Premise merchandise raffle (tickets are sold only at the event and not prior to):** At the time of filing the application, if the anticipated retail value of items is determined to be under $400.00, no fees are due. If the retail value of the prize(s) exceeds $400.00 **or** if the retail value of the prize(s) cannot be determined, fees of $20.00 will be paid to both LGCCC and to the Township.

- **Bingo/Pocketbook Bingo:** 20.00 (per occasion) will be paid to both LGCCC and to the Township. Copy of flyer showing admission price and amount of bingo cards included with price. Schedule of games must also be included.

- **Calendar Raffles (must be a minimum of 3 months):** Fees are 20.00 per $1,000.00 or part thereof. Sample calendar must be submitted along with application.

- **Carnival Wheels & Games:** 20.00 for each game or wheel held on any one day or any series of consecutive days. (Form 13 must be submitted with application.

- **Casino Night:** $100.00 per occasion (Form 13 must be submitted with application.)

- **Instant Raffle (Pull Tab):** $20.00 per day or $750.00 for one year.

- **Night at the Races:** $50.00 per event (Form 13 must be submitted with application).

Raffle/Bingo Report of Operations

The licensee shall file one copy of the report with LGCCC no later than the fifteenth (15th) day of the calendar month immediately following raffle. A copy of the report shall also be filed with the Municipal Clerk. If any fees are owed to LGCCC then the same amount will also be owed to the Township. Failure to submit the report to either LGCCC or the Township could result in delays with future raffles/bingos.

For any addition information you may need, please contact the Municipal Clerks Office at 732-634-4500 ext. 6443 or the Legalized Games of Chance Control Commission at 973-273-8000.