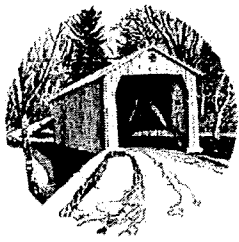


Delaware Township - Hunterdon County  
Township Clerk's Office  
PO BOX 500 | 570 Rosemont Ringoes Rd  
Sergeantsville, NJ 08557  
Phone: (609) 397-3240 Email: dtclerk@delawaretwpnj.org

### **Bingo Application Checklist**

- All applications must be submitted 4 (four) weeks prior to event
  - Date submitted: \_\_\_\_\_
  
- Contact information for application
  - Name: \_\_\_\_\_
  - E-mail: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Organization: \_\_\_\_\_
  
- Application must be submitted in quadruplicate (4 copies)
  - Each copy of the application must contain original signatures
  - Each copy of the application must contain an original notary seal
- Raffle License Affidavit for EACH MEMBER listed in Parts F and G on application
  
- Copy of valid Registration card issued by LGCCC
  - Must be valid through the date of Raffle
  - License Number: \_\_\_\_\_
  - Expiration Date: \_\_\_\_\_
  
- Date(s) of bingo: \_\_\_\_\_
  
- Statement of Landlord if renting premise
  
- Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)
  - Check Number \_\_\_\_\_
  - Amount: \_\_\_\_\_
  
- Check for fees payable to Township of Delaware
  - Check Number \_\_\_\_\_
  - Amount: \_\_\_\_\_



## Delaware Township - Hunterdon County

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Sergeantsville, NJ 08557

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### Frequently Asked Questions

#### **How do I register with the Legalized Games of Chance Control Commission?**

According to the State website:

- Every organization interested in conducting bingo or raffles or allows its members to assist a licensed affiliated organization, must first apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club it issues a registration certificate reflecting its identification number.
- **“Qualified organization”** means a bona fide organization or association of veterans, religious congregation, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, officially recognized rescue squad, and senior citizens association or club.
- **“Registered organization”** means an organization which has applied for, received, and possesses a valid registration certificate bearing an identification number issued to it by the Legalized Games of Chance Control Commission. Only a registered organization is qualified within J.J.S.A. 5:8-60.3 to conduct raffles.

#### **Is there a list of organizations that holds a LGCCC registration?**

The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website that is updated daily. Please visit

<http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx>

#### **Where do I apply for a game of chance Registration Card?**

Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission. This registration card allows the holder to apply for each of their games in the municipality where the games will be held. **HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING FOR AND BEING APPROVED FOR BY THE MUNICIPALITY IN WHICH THE GEAMES ARE TO BE HELD.**

#### **Where do I apply for each game of chance?**

You must apply in the town where the games are to be held or the winner will be drawn. Each game must be applied for as there are no “blanket licenses”.

#### **Can I apply for a game of chance if my LGCCC registration card has expired?**

No. A copy of the valid registration card must be submitted with the application. Registration must be valid through the date of the raffle in order for the application to be processed.

#### **Does my application need to be notarized?**

Yes, applications must be submitted in quadruplicate (4 copies) and each application **MUST** contain original signatures and have a notary seal.



## Delaware Township - Hunterdon County

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### **Can I give one application and have Delaware Township make copies?**

No. As the signatures and notary seals must be originals copies of a single application will not be accepted.

### **What fees are associated with games of chance?**

The Township of Delaware charges \$20.00 per game of chance. The State LGCCC charges different amounts based on the game and anticipated prizes. Please see the fee listing for further information.

### **How far in advance do I need to submit a bingo application?**

Delaware Township requests that applications are submitted at least four (4) weeks prior to a game of chance's date of operation. This allows for the following:

- The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a bingo.
- If a holiday, unexpected closing, etc. occurs this timeline may be extended.
- It is important to submit the application as soon as possible in case an error is present it can be corrected without affecting the date of the bingo.

### **My application was rejected, who do I speak to?**

The municipality where you applied can be contacted to assist you in correcting an application. The denial of an application always comes from the State and the State has the ultimate decision on whether or not an application is approved.

### **What is the Report of Operations?**

The Report of Operations is a form that needs to be completed and submitted to Delaware Township and the State of New Jersey.

- The form may require additional fees based on the value of the prizes or the proceeds raised.
- It must be submitted no later than the 15th day of the calendar month following the date of the licensed activity.

### **Can I change the date of my game?**

Yes, you can fill out an Application to Amend a Bingo License.

### Delaware Township Raffle Fees

Legalized Games of Chance has the right to update fees at their discretion. This list is a guide to the fees due. Please confirm fees on the State Website. If you do not see the game of chance listed below, please reference the LGCCC website for additional games and corresponding fees <http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx>

Game of Change	Fee due to LGCCC	Fee due to Delaware Twp	State fee due w Report of Operations
On premise 50/50 raffle	\$20 per day if prize is in excess over \$400	\$20	
Off premise 50/50 raffle	\$20	\$20	\$20 for each \$1,000 or part thereof in value of awarded prize
On premise Merchandise raffle	\$20 <b>ONLY</b> if prize is anticipated over \$400	\$20 <b>ONLY</b> if prize is anticipated over \$400	
Off Premise Merchandise raffle	\$20 for each \$1,000 or part thereof of total retail value of prizes	\$20	
Non-Draw Raffle	\$20 each game on any one day	\$20	
Bingo	\$20 each occasion	\$20 each occasion	
Duck Race	\$20 for each \$1,000 or part thereof of total retail value of prizes offered	\$20 for each \$1,000 or part thereof of total retail value of prizes offered	
Calendar Raffle	\$20 for each \$1,000 or part thereof of total retail value of prizes	\$20 for each \$1,000 or part thereof of total retail value of prizes	
Instant Raffle Game	\$20 for each day on which instant raffle tickets are sold or offered for sale, or \$750 for a one-year license to sell or offer for sale raffle tickets during that year		



**New Jersey Office of the Attorney General**  
 Division of Consumer Affairs  
 Legalized Games of Chance Control Commission  
 124 Halsey Street, 6th Floor, P.O. Box 46000  
 Newark, New Jersey 07101  
 (973) 273-8000

# Application for a Bingo License

Application No. *BA* \_\_\_\_\_  
 Identification No. \_\_\_\_\_

**Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.**

Please print clearly.

Name of municipality: \_\_\_\_\_

**Part A - General**

1. Name of applying organization: \_\_\_\_\_
- 2a. Street address of headquarters: \_\_\_\_\_
- b. Mailing address (if different): \_\_\_\_\_

3. List date(s) and hours for games:

Date	Hours	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Address of place where bingo will be played:

- a. Does the applicant own the premises or regularly occupy them for its general purposes?     Yes     No
- b. If "No," from whom will the applicant rent the premises?  
 Name \_\_\_\_\_ Address \_\_\_\_\_
- c. If premises are to be rented, attach Form 10, "Statement of Landlord."

**Part B - Schedule of Expenses**

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Part E - Officers of Applicant**

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Part I - Statement of Applicant and member(s) in charge**

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. All prizes offered for games conducted on a single occasion will not exceed the limit on the sum or retail value of prizes as provided by the Bingo Licensing Law (N.J.S.A. 5:8-25 et seq.) and N.J.A.C. 13:47-6.16 and 13:47-7.2.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public



\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.**





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**BINGO LICENSE AFFIDAVIT**

Each person listed on the Application for Bingo License Parts F & G must complete an Affidavit.

I, \_\_\_\_\_ (print name legibly)

associated with the organization of \_\_\_\_\_

having the LGCCC registration number of \_\_\_\_\_

do solemnly swear (or affirm) that I am of good moral character and that I have never been convicted of a crime. I understand that a copy of this Affidavit will be made part of the Raffle Application and may be forwarded to the State of New Jersey's Department of Law & Public Legalized Games of Chance Control Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notarized by:

\_\_\_\_\_  
(Notary Public of New Jersey)

\_\_\_\_\_  
Date

My commission expires on \_\_\_\_\_

(Apply Notary Seal Here)



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 Legalized Games of Chance Control Commission  
 124 Halsey Street, P.O. Box 46000  
 Newark, N.J. 07101  
 (973) 273-8000

**LGCCC Form 10-A**  
**Statement of Landlord**

(To be attached to each copy of the Bingo Application when premises are rented.)

\_\_\_\_\_  
 Name of the organization to conduct bingo

\_\_\_\_\_  
 Address Identification number

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn on my oath depose and say that :

1. I am an authorized officer, namely the \_\_\_\_\_ of \_\_\_\_\_, in which the lessor of the premises to be rented, described in the annexed application.
2. The address of the lessor is: \_\_\_\_\_
3. The rent to be charged and paid for the premises is \$ \_\_\_\_\_ for each occasion, including facilities, fixtures and equipment.
4. (Complete the applicable clause)
  - A. The lessor is licensed to conduct bingo holding License No. \_\_\_\_\_ issued by the Governing Body of \_\_\_\_\_.
  - B. The lessor is licensed as a rentor holding License No. \_\_\_\_\_.
5. The rental to be charged and paid is reasonable and is not in excess of the rental ordinarily charged for the use of the premises other than for games of chance.
6. I understand that no charge may be made on a percentage basis, or according to the number of persons attending, and that bingo equipment may not be leased for a charge.
7. Attached to this statement there is a copy of the Lease Agreement.

\_\_\_\_\_  
 Signature of Authorized Officer

Sworn and subscribed to before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_

Month Year

\_\_\_\_\_  
 Name of Notary Public (please print)

\_\_\_\_\_  
 Signature of Notary Public

