

**TOWNSHIP OF PARSIPPANY  
TOWNSHIP CLERK'S OFFICE  
1001 PARSIPPANY BOULEVARD  
PARSIPPANY, NEW JERSEY 07054  
(973) 263-4355  
HOURS 9 A.M. - 5 P.M.  
JUDITH I. SILVER, TOWNSHIP CLERK  
PROCEDURE FOR OBTAINING RAFFLE LICENSE**

Any Organization 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 (973) 273-8000.

**1. License Applications shall be filed in quadruplicate with the Municipal Clerk and the Registration Certificate must be provided with each application.**

- ❖ All applications and affidavits must have original signatures and original notaries.
- ❖ The application must be filed at least seven (7) days prior to the Municipal Clerk making her findings and determination.
- ❖ Following approval of your application the Municipal Clerk will file the application with Legalized Games of Chance Control Commission (LGCCC). The Municipal Clerk may not issue the License until fifteen (15) business days after the application is forwarded to LGCCC.

**2. Contents of the Ticket - Off Premises Raffles (selling tickets prior to the date of the raffle Whenever a licensee shall submit an application to the Municipal Clerk, two sample-ticket forms must accompany the application.**

- ❖ Name and identification number of the qualified organization and number of the license issued for the occasion
- ❖ Place where the occasion will be held and the date and time  
A list of the prizes and the retail value of each  
The number of the ticket
- ❖ Price of the ticket
- ❖ The purpose to which the entire net proceeds will be devoted
- ❖ The statement: "No substitution of the offered prize may be made and no cash will be given in lieu of the prize"  
The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VAILD UNLESS HOLDER IS PRESENT AT THE DRAWING."

The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.

### **3. Contents of the Ticket - Off Premises 50/50 Cash Raffle**

(selling tickets prior to the date of the raffle) Whenever a licensee shall submit an application to the Municipal Clerk, two sample ticket forms must accompany the application.

- ❖ Name and identification number of the qualified organization and number of the license issued for the occasion  
Place where the occasion will be held and the date and time
- ❖ The statement: "this is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate."
- ❖ The number of the ticket
- ❖ Price of the ticket
- ❖ The purpose to which the entire net proceeds will be devoted  
The statement: "No substitution of the offered prize may be made."
- ❖ The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VAILD UNLESS HOLDER IS PRESENT AT THE  
D R A W I N G . "
- ❖ If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization

### **4. Fees due to LGCCC and Township of Parsippany-Troy Hills**

- ❖ Off-Premise raffle: \$ 20.00 for each \$1,000.00 or part thereof of the retail value of the prize (i.e. a raffle with the total amount of the prizes being \$2,559.00 would pay both the LGCCC and the Township \$60.00). Fees are due at the time the application is filed with the Municipal Clerk.
- ❖ Off-Premise 50/50 raffle: \$20.00 fee shall be paid to the LGCCC and \$ 20.00 to the Township at the time the application is filed. In the event that the awarded prize exceeds \$1,000, an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize. The licensee shall forward to the LGCCC along with their report of operations two checks in the proper amount, one payable to the LGCCC and the other payable to the **Township of Parsippany.**
- ❖ On-Premise raffle: (a raffle conducted in which all tickets are sold only at the event and not prior to the event) \$20.00 to both the LGCCC and to the Township of Parsippany for each day a drawing is to be held.
- ❖ On-Premise 50/50 raffle: If the anticipated awarded prize is under \$400.00, no fee is due at this time. In the event that the awarded prize exceeds \$400.00 the licensee shall forward to the LGCCC along with their report of operations two checks in the amount of \$20.00, one payable to the LGCCC and the other payable to the **Township of Parsippany,**

## **5. Prohibited Prizes**

- ❖ No licensee shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, alcoholic beverages, foreign or domestic coins, or any merchandise refundable in any of the foregoing or in money or cash. No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 raffle.

## **6. Report of Raffles Operations**

The report of operations shall be on a form provided by the LGCCC. The report shall contain the following information:

- ❖ Gross receipts derived from each game
  - Expenses incurred or paid, to whom paid and a description of the merchandise purchased or the services rendered therefore
- ❖ Net profit from each game and the uses to which the net profit has been or will be applied
- ❖ A list of prizes offered or given and their respective values

The licensee shall file one copy of the report with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held.

- ❖ Off-premise raffle licensees shall secure from the printer of tickets a certificate showing:
  - The number of tickets printed
- ❖ The first and last numbers used
  - That the tickets were consecutively numbered
  - A sample of the actual ticket

For any additional information you may need, please contact the Township Clerk's Office (973) 263-4355 or Legalized Games of Chance Control Commission (973) 273-8000. For your convenience you may now find the Legalized Games of Chance Statutes @ [www.state.nj.us/lps/ca/lgccc.htm](http://www.state.nj.us/lps/ca/lgccc.htm)