

Township of Berkeley Heights
Quick Check List

<u>DO</u>	DON'T
<ol style="list-style-type: none">1. The original <u>current I. D. certificate</u> issued by the State of New Jersey shall be brought in when submitting an application for a raffle. The I.D. number shall appear on the application.2. Submit one <u>(1) original application and three (3) copies</u> to the Office of the Township Clerk at least four (4) weeks <i>prior</i> to the event.3. Have an <u>officer of the organization as well as the member in charge of the game</u> sign <u>all</u> applications <u>in the presence of a notary.</u>4. Submit <u>four (4) copies of a sample ticket</u> for off-premise raffles.5. Complete a <u>separate</u> set of raffle of applications for <i>each</i> On-Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.6. Bring <u>two checks</u> in the proper amount, one payable to the <u>Legalized Games of Chance Control Commission</u> and one payable to the <u>Township of Berkeley Heights (See License Fees, www.njconsumeraffairs.gov/lgccc.)</u>7. Following receipt of all documents, a <u>fourteen (14) calendar day holding period</u> imposed by Legalized Games of Chance Control Commission, will apply before a license is issued.8. If your event is a Casino night, provide a <u>notarized Casino Night Form 13.</u>9. Complete a <u>Report of Raffles Operations</u> (must be notarized) and send to the Legalized Games of Chance Control Commission within <u>fifteen (15) days of the event.</u>	<ol style="list-style-type: none">1. Offer or award as any prize consisting of real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, Weapons, live animals (except a gift certificate redeemable for live, edible seafood,) foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender,) tobacco products, motor vehicle leases, or any merchandise refundable in any of the foregoing or as money or cash. For further references, see, NJAC 13:47-6.20 Prohibited Prizes. <p><u>Quick Reference:</u></p> <ul style="list-style-type: none">- <u>www.njconsumeraffairs.gov/lgccc</u>- <u>Deputy Clerk, Berkeley Heights</u> <u>908-464-2700, x2114</u>