

## **OBTAINING A BINGO OR RAFFLE LICENSE**

All organizations applying for a Bingo or Raffle License must have a registration certificate issued by the State. Visit <https://www.njconsumeraffairs.gov/lgccc/Pages/registration.aspx> for information on how to register your organization.

### **Applying for a Bingo or Raffle License**

1. Submit complete application to the Clerk as far in advance as possible.  
A complete application includes:
  - 4 copies of the license application, each notarized and with original signatures
  - A check made out to Legalized Games of Chance Control Commission (LGCCC) for the appropriate amount
  - A check made out to the Borough of Metuchen for the same amount
  - A sample ticket if the raffle is an off-premise raffle (off-premise meaning that tickets will be printed and sold ahead of the date of the drawing)
  - The organization's **original** State Registration Certificate, which must be valid through the date of the raffle
  
2. The Clerk will send the application to the Legalized Games of Chance Control Commission. Barring any questions or problems from the State regarding the application, the license will be issued two weeks from the date it is sent to the State.
  
3. After the bingo or raffle event is held, the licensee must file a Report of Operations with the Legalized Games of Chance Commission by the 15th of the month immediately following the month in which the raffle was held. If any additional fees are owed to the LGCCC, the same amount is owed to the Borough.

## **Fees due to the LGCCC and the Borough of Metuchen**

On-Premise 50/50: Tickets are sold only on the date of the drawing. Winner gets 50% of money from ticket sales and must be present to win. The fee is \$20.00 if the anticipated cash prize is over \$400.00. There is no fee if the anticipated cash prize is less than \$400.00.

On-Premise Merchandise Raffle: Tickets are sold only on the date of the drawing. The fee is \$20.00 if the anticipated retail value of the prizes is over \$400.00. There is no fee if the anticipated prizes are valued at less than \$400.00.

Off-Premise 50/50: Tickets are sold ahead of the date of the drawing. Winner gets 50% of money from ticket sales and need not be present to win. The fee is \$20.00. If the awarded prize is over \$1000.00, an additional fee of \$20.00 per thousand is required.

Off-Premise Merchandise Raffle: Tickets are sold ahead of the date of the raffle drawing. The winner need not be present to win. The fee is \$20.00. If the retail value of the awarded prizes is over \$1000.00, an additional fee of \$20.00 per thousand is required.

Bingo: \$20.00 per occasion.

If you have questions or require additional information, please contact the Clerk at 732-632-8508 or [dzupan@metuchen.com](mailto:dzupan@metuchen.com). You can also call the Legalized Games of Chance Control Commission at 973-273-8000 or visit their website, <https://www.njconsumeraffairs.gov/lgccc>