

## GAMING GUIDELINES

1. A valid registration certificate bearing the organization's name and Identification Number must be presented to the municipal clerk at the time an application license is requested.
2. The license application is filed in quadruplicate. Each of the applications must be signed and notarized.
  - Copy 1: is retained by the municipal clerk.
  - Copy 2: is to be delivered to the Police Dept. for a criminal check.
  - Copy 3: is forwarded to the Control Commission together with the findings and determinations, after action by the Town Council.
  - Copy 4: is returned to the organization with the approval or denial of the license.
3. All applications must be returned to the clerk's office in full along with all fees and ticket facsimiles at least 10 working days before the governing body meets. If the Town Council approves the application, it is sent to the Legalized Game of Chance Control Commission to be reviewed. This process takes an **additional two-week wait period**.
4. Two checks must accompany the application, one made payable to: The Town of Westfield and the other payable to: Legalized Games of Chance Control Commission.
5. No portion of the raffle or bingo may begin prior to physically receiving your license from the municipal clerk.
6. **All** raffles must be held in the Town of Westfield.
7. **No** prizes of alcohol will be allowed.

**STATE LICENSING FEES**

On Premises Draw Raffle (using theater stubs) – for 50/50 or Merchandise:

Under \$ 400	No Fee
Over \$ 400	\$ 20 per day

Off Premises Draw Raffle (using printed tickets) – for:

- |                     |  |
|---------------------|--|
| A. Merchandise      | \$ 20 per \$ 1000 (or part there of upon application)  |
| B. Duck Race        |  |
| C. Calendar Raffles |  |
| D. 50/50            | \$ 20 upon application and \$ 20 per \$ 1000 (or parts there of) for amounts in excess of \$ 1000, which is submitted with the report of operations. |

FEES:

\$ 0 – 1, 000	\$ 1,001 – 2,000	\$ 2,001 – 3,000	\$ 3,001 – 4,000	\$ 4,001 – 5,000
<b>\$ 20.00</b>	<b>\$ 40.00</b>	<b>\$ 60.00</b>	<b>\$ 80.00</b>	<b>\$ 100.00</b>