



BARRINGTON
Be Inspired

APPLICATION FOR A NOT-FOR-PROFIT RAFFLE LICENSE

LICENSE FEES

- License fees are based upon the aggregate prize value and shall be payable to the Village of Barrington as follows:
 - If the aggregate prize value is less than \$500 No license fee is required
 - If the aggregate prize value is \$501.00 through \$5,000.00 License fee is \$5.00
 - If the aggregate prize value is \$5,001.00 and over License fee is \$25.00

RAFFLE LIMITS

- The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed the amount of the required fidelity bond.
- The maximum number of days during which chances may be issued or sold shall not exceed 180 days.
- The raffle license issued is not valid for more than 180 days from date of issue.
- An application for a raffle license is valid for one raffle only, or for a specified number of raffles to be conducted during a specified period not to exceed one year.

The undersigned hereby makes application and submits the required license fees in the total amount of \$ _____ for a Raffle License under the provisions of the Village of Barrington Village Code, and hereby certifies to the following facts:

Name of Not-for-Profit Organization: _____

Street Address: _____

Phone Number: _____ Email Address: _____

Place of chartering or incorporation of the applicant: _____

Date of chartering or incorporation of the applicant: _____

Federal Identification Number: _____

Presiding Officer:

Full Name: _____

Date of Birth: _____

Phone Number: _____ Cell Home Work

Home Address: _____

Social Security Number: _____

Driver's License Number (and State of Issue): _____

Secretary for the Applicant

Full Name: _____

Date of Birth: _____

Phone Number: _____ Cell Home Work

Home Address: _____

Social Security Number: _____

Driver's License Number (and State of Issue): _____

Raffle Manager of the Applicant

Full Name: _____

Date of Birth: _____

Phone Number: _____ Cell Home Work

Home Address: _____

Social Security Number: _____

Driver's License Number (and State of Issue): _____

Provide a complete list and the retail values of each and every prize to be awarded in a single raffle:

| | | |
|-------|----|-------|
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |

What is the price to be charged for each ticket sold? _____

In what area or areas will the raffle tickets be sold? _____

On what dates will raffle tickets be sold? From: _____
Through: _____

Date at which winning chances will be determined: _____

Time at which winning chances will be determined: _____

Location at which winning chances will be determined: _____

REGULATIONS GOVERNING LICENSEE

(Including but not limited to Village of Barrington Ordinance No. 05-3237)

- A. A license to operate a raffle shall be issued only to bona fide religious, charitable, labor, business, fraternal, educational, or veterans' organizations, that operate without profit to their members and which have been in existence continuously for a period of five (5) years immediately before making application for a license and which have had during the entire five (5) year period a bona fide membership engaged in carrying out their objects.
- B. No license shall be issued to:
 - 1. Any person who has been convicted of a felony;
 - 2. Any person who is or has been a professional gambler or gambling promoter;
 - 3. Any person who is not of good moral character;
 - 4. Any firm or corporation in which a person defined in subsection B1, B2 or B3 hereof has a proprietary, equitable, or credit interest, or in which a person is active or employed;
 - 5. Any organization in which such a person defined in subsection B1, B2 or B3 hereof is an officer, director or employee, whether compensated or not;
 - 6. Any organization in which a person defined in subsection B1, B2 or B3 hereof is to participate in the management or operation of a raffle as described by State law.
- C. An application for a license under Chapter 23 of Title 3 of the Village of Barrington Village Code is valid for one raffle only or for a specified number of raffles to be conducted during a specified period not to exceed one year, and such license may be suspended or revoked for any violation of said Chapter 23 or of the Raffles Act.
- D. Any raffle in which the aggregate value of the prizes is less than five hundred dollars (\$500.00) shall be considered automatically licensed without necessity of an application.
- E. Conduct of Raffles: The conducting of raffles is subject to the following restrictions:
 - 1. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the licensee permitted to conduct that game.
 - 2. No person except a bona fide member of the licensee organization may participate in the management or operation of the raffle.
 - 3. No person may receive any remuneration or profit for participating in the management or operation of the raffle.
 - 4. Raffle chances may be sold or issued only within the area or areas specified on the license.
 - 5. Winning chances must be determined only at the time, date, and location specified on the license.
 - 6. Any person selling raffle chances must carry a copy of the license issued for the raffle.
- F. Raffle Limits:
 - 1. The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed the amount of the fidelity bond specified in Paragraph G below.
 - 2. The maximum number of days during which chances may be issued or sold shall not exceed one hundred eighty (180).
 - 3. The license shall not be valid for more than one hundred eighty (180) days.
- G. Raffle Manager and Bond:
 - 1. All operation and conduct of raffles shall be under the supervision of a single person who shall be designated as the raffle manager of the applicant on the license application.
 - 2. An applicant's raffle manager shall give a fidelity bond in the sum of the aggregate retail value of the prizes as set out on the application. The bond shall be in favor of the licensed organization conditioned upon the raffle manager's honesty in the performance of his duties. Said bond shall provide that notice shall be given in writing to the licensing authority not less than thirty (30) days prior to its cancellation period. However, the requirement for such a fidelity bond may be waived by a unanimous vote of the members of the licensed organization.
- H. Records:
 - 1. Gross receipts from the operation of raffle programs shall be segregated from other revenues of the licensee (including bingo gross receipts, if bingo games are also conducted by the same licensee pursuant to license issued by the Department of Revenue of the State), and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts and expenses from the operation of raffles shall not be the same person who accounts for other revenues of the organization.
 - 2. Each licensee shall keep records of gross receipts, expenses, and net proceeds for each single raffle at which winning chances are determined. All reasonable operating expenses deducted from gross receipts for each single raffle shall be documented with receipts of other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of net proceeds shall be itemized as to payee, purpose, amount, and date of payment.
 - 3. Each licensee, within thirty (30) days of the raffle, shall report to its membership and to the raffle licensing agent each of the following:
 - a. Gross receipts generated by the conducting of the raffle;
 - b. An itemized list of all reasonable operating expenses which have been deducted from the gross receipts;
 - c. Net proceeds from the conducting of the raffle;
 - d. An itemized list of the distribution of the net proceeds; and
 - e. A list of prize winners.
 - 4. Records required by this Section shall be presented for three (3) years, and the organization shall make available for public inspection their records relating to the operation of a raffle at reasonable times and places.

