

RAFFLE APPLICATION



City of Belleville
Shelly Schaefer, City Clerk 101
South Illinois Street Belleville,
IL 62220
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RAFFLE FEE: \$5.00
RAFFLE APPLICATION CODE: 01323X

LIMITATIONS:

Retail value of all prizes or merchandise awarded in a single raffle shall not exceed \$50,000.	Maximum price which may be charged for each raffle chance issued or sold shall not exceed \$25.00.
Retail value of each prize in a single raffle shall not exceed \$30,000.	Maximum number of days during which chances may be issued or sold shall not exceed 90 days.

APPLICANT INFORMATION

Organization Name: _____

Address: _____
Telephone Number: _____ E-Mail: _____

Type of Organization (check one):
____ Religious ____ Charitable ____ Labor ____ Veterans ____ Fraternal ____ Educational

How long has this Organization been in existence: _____
Place/Date of Incorporation: _____ / _____
(Attach Certificate of Good Standing & Articles of Incorporation).
Date(s) of Raffle Ticket Sales: _____ to _____.
Retail Value of Prize(s): _____ Price of Raffle Chance(s): _____
Location(s) of Ticket Sales: _____
Location for Determining Winners: _____
Manner of Determining Winners: _____ Date(s) for Determining Winners: _____

Organization Raffle Manager Name: _____
Address: _____
Phone: _____ E-Mail: _____

Raffle Manager Bond (Check One):

A fidelity bond in favor of the Organization, in the amount of \$1,000 must be submitted with this Application.

or

This bond is waived because the members of the Organization have requested the waiver of the fidelity bond by unanimous vote. (attach copy of minutes and/or letter)

As APPLICANT for a Raffle Application, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

The undersigned hereby certify and attest as follows:

- the information contained in this Application is true and correct;
- the entire net proceeds of the Raffle will be exclusively devoted to the lawful purposes of the Organization;
- no person except a bona fide member of the sponsoring organization will participate in the management or operation of the Raffle;
- no person will receive any payment or profit for participating in the management of the Raffle;
- the Organization will only *rent* a premises on which to determine the winning chance or chances in a raffle from another organization which is also license to have raffles;
- the Organization shall keep records of its gross receipts, expenses and net proceeds for each single occasion at which winning chances are determined, and all deductions from gross winning chances are determined, and all deduction from gross receipts for each single occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction;
- receipts for each single occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction.
- the distribution of net proceeds shall be itemized as to payee, purpose, amount and date of payment.
- the Organization shall have separate records of each raffle conducted, and the person who accounts for gross receipts, expenses and net proceeds from the operation of raffles on behalf of the Organization shall not be the same person who accounts for other revenues of the Organization;
- the Organization licensed to conduct raffles shall promptly report to its membership, its gross receipts, expenses and net proceeds from raffles, and the distribution of the net proceeds itemized. Such reports shall be promptly submitted to the City Clerk's office upon request;
- the officers, operators, manager and workers of the Organization and the Raffle have not been convicted of a felony, are not professional gamblers or gambling promoters, are of good moral character.
- the aforementioned Raffle Manager shall be responsible for the conduct of the Raffle in accordance with Title XI (Business Regulations), Chapter 111(Amusement and Recreation; Raffles), Section 111.091
- Retail value of all prizes or merchandise awarded in a single raffle shall not exceed \$50,000.00
- Retail value of each prize in a single raffle shall not exceed \$30,000.00
- Maximum price which may be charged for each raffle chance issued or sold shall not exceed \$25.00
- Maximum number of days during which chances may be issued or sold shall not exceed 90 days.
- **The values, price and days set forth above may be increased upon a showing of good cause by the organization applying for a raffle license and upon the approval of both the City Clerk and Mayor; however, in no event may the maximum number of days exceed one year. A letter requesting increase must be provided by the organization.**

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

STAFF USE ONLY

CLERK'S OFFICE:

Fidelity Bond Fidelity Bond Waived Letter Requesting Increase

_____ Date Approved/Initials _____ Date Denied/Initials If denied, the reason: _____

Increase Request Submitted:

Mayor Approval/Denial Date: _____ City Clerk Approval/Denial Date: _____