

**QUEEN OF HEARTS  
RAFFLE APPLICATION**



City of Belleville  
Shelly Schaefer City Clerk 101  
South Illinois Street Belleville,  
IL 62220  
Phone: (618) 233-6810  
Fax: (618) 257-0376  
email:  
[sschaefer@belleville.net](mailto:sschaefer@belleville.net)

QUEEN OF HEARTS RAFFLE FEE: \$25.00  
RAFFLE APPLICATION CODE: **03123X**

**LIMITATIONS:**

The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed (\$500,000.00).  
  
The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed Five Hundred Thousand Dollars (\$500,000.00).

The maximum price which may be charged for each raffle chance issued or sold shall not exceed Twenty-Five Dollars (\$25.00).  
  
The maximum number of weeks during which chances may be issued or should shall not exceed Fifty-Four (54) weeks.

**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 \_\_\_\_\_.  
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 \$25,000 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:

- licenses issued hereunder shall be valid for one (1) Queen of Hearts raffle and may be suspended or revoked for any violation of this ordinance;
- raffle chances shall be sold only within the boundaries of the City;
- license to conduct a "Queen of Heart" raffle shall be issued to bona fide religious, charitable, labor, 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 that entire five (5) year period a bona fide membership engaged in carrying out their objectives;
- the above-mentioned types of organizations shall be defined pursuant to the Illinois Raffles and Poker Runs Act (230 ILCS 15/1 et seq.), and incorporated herein;
- no person, or organization shall be issued more than one (1) license in a period of one (1) week;
- the manager of a Queen of Hearts raffle game shall give a fidelity bond in the sum of Twenty-five Thousand Dollars (\$25,000.00) in favor of the organization conditioned upon his honesty in the performance of his duties. The Mayor or his designated representative is authorized to waive requirement for bond by including a waiver provision in the license issued, provided that the license containing such waiver provision shall be granted only by unanimous vote of the members for the license organization. The terms of the bond shall provide that notice shall be given in writing to the licensing authority not less than thirty (3) days prior to its cancellation.
- any license issued hereunder shall be non-transferable.
- All operation of and the conduct of Queen of Hearts raffles shall be under the supervision of a single manager designated by the organization.
- 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 111.096.

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  
RAFFLE APPLICATION**

**CLERK'S OFFICE:**

- Fidelity Bond  
 Fidelity Bond Waived

\_\_\_\_\_ Approved          \_\_\_\_\_ Denied          If denied, the reason: \_\_\_\_\_

Notes: \_\_\_\_\_

Staff approved: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: City Clerk – Email: [sschaefer@belleville.net](mailto:sschaefer@belleville.net)  
Phone: 618-233-6810 Ext. 1227