

Guide to Raffle and Bazaar Permits

Under MGL Ch. 271 Sec. 7A, only a non-profit organization that has been actively operating in Massachusetts for at least the last 24 months may operate a Raffle or a Bazaar (Las Vegas Night or Texas Hold 'Em/Poker Tournament), and then only after obtaining this permit. This permit will authorize the operation of one or more raffles and/or up to three bazaars, and will expire 12 months after it is issued. It may be voided if you do not adhere to the Requirements listed at the end of this Application.

The permit will only allow you to operate bazaars for which you provide detailed information in this application. If within the 12 month period of the permit, you wish to hold another bazaar that was not detailed in this application, then you must submit a new application for that event.

You will find detailed regulations at the City of Somerville's website, www.somervillema.gov. From the home page, click on "Forms and Applications Library," then scroll down to the City Clerk's section and click on "Raffle and Bazaar Regulations." The City Clerk's Office also has copies available at no charge.

You should begin the application process at least one month before the raffle or bazaar, or the permit may not be ready in time. To apply, follow these steps:

- 1) Complete the Application Form. Pay particular attention to the Requirements, and initial each one. Sign the Acknowledgement, print your name, and include your telephone number. **YOU MUST ADHERE TO EACH REQUIREMENT.**
- 2) Add a) or b) below, depending on whether you are requesting a **new permit** (submitting a first-time request or replacing a permit that expired more than 12 months ago), or **renewing a recently-expired permit** (replacing a permit that expired within the last 12 months):
 - a) **If you are requesting a new permit**, add the following documentation:
 - i) One of the items from among this list: Articles of Incorporation, IRS Notification of Tax-Exempt Status, or other proof of legal existence; AND
 - ii) For EACH of the last two years, one of the items from among this list: Federal Form 990, State Form PC, Annual Report, Annual Audit or Financial Statement, Minutes of at least two meetings, Copies of all canceled checks, or other evidence of activity. It is important that you provide one of these items for EACH of the last two years.
 - b) **If you are renewing a recently-expired permit**, attach a copy of the Annual Report--Raffles and Bazaars form that you completed for the most recent permit year.
- 3) For each Bazaar Event, attach a list of all members who will assist with the event, and attach written agreements for equipment and assistance involving the event.
- 4) Deliver the completed Application, along with a nonrefundable application fee of \$50.00 (cash or check made payable to City of Somerville) to the City Clerk's Office, 93 Highland Avenue, Monday through Wednesday, 8:30 AM to 4:30 PM, Thursday, 8:30 AM to 7:30 PM, or Friday, 8:30 AM to 12:30 PM. **DO NOT BRING THE APPLICATION TO THE POLICE CHIEF.**
- 5) The City Clerk's Office will call the person who signed the Acknowledgment when the Permit is ready to be picked up. Again, allow at least a month for processing.

Contact the Somerville City Clerk (617 625-6600 x4110) if you have any questions about the application process.

COMMONWEALTH OF MASSACHUSETTS

CITY OF SOMERVILLE

APPLICATION FOR A PERMIT TO CONDUCT RAFFLES AND BAZAARS (C.271, §7A)

Application Fee \$50.00 (non-refundable)

Date _____

| | |
|------------------------------|-------|
| FOR CITY CLERK'S OFFICE ONLY | |
| Date Recorded | _____ |
| Amount Paid | _____ |

Name of Organization _____

Street Address _____

City, State, Zip Code _____

Telephone _____

What type of organization is the applicant? (Check one.)

- Veterans' organization
- Church or religious organization
- Fraternal or fraternal benefit society
- Educational or charitable organization
- Civic or service club or organization
- Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder

Is the organization incorporated? (Check one.)

- Yes, and the organization was incorporated on (date) _____
- No, and the organization was first formed on (date) _____

Describe in detail what the proceeds of this permit will be used for: _____

Attach to this Application either a) or b) below, depending on whether you are requesting a **new permit** (submitting a first-time request or replacing a permit that expired more than 12 months ago), or **renewing a recently-expired permit** (replacing a permit that expired within the last 12 months):

- a) **If you are requesting a new permit**, add the following documentation:
 1. The organization's Articles of Incorporation, IRS Notification of Tax-Exempt Status, or other proof of legal existence.
 2. For EACH of the last two years, one of the items from among this list. It is important that you provide one of these items for EACH of the last two years:
 - Federal Form 990
 - State Form PC
 - Annual Report, Audit or Financial Statement
 - Minutes of at least two meetings
 - Copies of all canceled checks
- b) **If you are renewing a recently-expired permit**, submit the Annual Report--Raffles and Bazaars form, for the most recent permit year.

On the following pages, fill out in detail each event for which you are seeking a permit.

NOTE: For each Bazaar event, attach a list of all members who will assist with the event, and attach all leases for any space, equipment, and other assistance provided to the organization.

Bazaar Event #1: ___ Las Vegas Night ___ Texas Hold 'Em/Poker Tournament

Where will the event be held? _____

When will the event be held? _____

About how much will you incur in expenses? _____

Print the name, address, date of birth, and tenure with the organization of three different members who will be responsible for the event:

In charge: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Receipts/accounting: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Also responsible: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Bazaar Event #2: ___ Las Vegas Night ___ Texas Hold 'Em/Poker Tournament

Where will the event be held? _____

When will the event be held? _____

How much will you incur in expenses? _____

Print the name, address, date of birth, and tenure with the organization of three different members who will be responsible for the event:

In charge: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Receipts/accounting: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Also responsible: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Bazaar Event #3: ___ Las Vegas Night ___ Texas Hold 'Em/Poker Tournament

Where will the event be held? _____

When will the event be held? _____

About how much will you incur in expenses? _____

Print the name, address, date of birth, and tenure with the organization of three different members who will be responsible for the event:

In charge: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Receipts/accounting: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Also responsible: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Raffle. Number of raffles to be held throughout this Permit: _____

Where will the raffle drawing(s) be held? _____

When will the raffle drawing(s) be held? _____

About how much will you incur in expenses? _____

Print the name, address, date of birth, and tenure with the organization of three different members who will be responsible for the event:

In charge: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Receipts/accounting: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Also responsible: First Name _____ M.I. _____ Last Name _____

Address _____ Date of Birth _____ Yrs of Tenure _____

Requirements for All Raffles and All Bazaars:

- No bingo or beano games will be conducted under this license. INITIAL: _____
- Only members of the organization who have been members for at least 3 months prior to the event will be involved in the promotion and operation of the event. All such members shall serve as volunteers only (no remuneration). INITIAL: _____
- The organization will file a return with the Lottery Commission within 10 days after each raffle or bazaar, and pay a tax of 5% of the gross proceeds derived. INITIAL: _____
- The organization will complete and send to the City Clerk's Office within 30 days of the end of the permit a Year-end Annual Report signed by the 3 responsible members and an accountant. INITIAL: _____

Requirements for All Bazaars:

- The organization will hold up to 3 bazaars per year, with a maximum of one per day, and each bazaar will be no longer than 5 hours in length. No bazaar will occur on the same day and at the same location as a bingo or beano game. INITIAL: _____
- No persons under 18 will be present at the bazaar. INITIAL: _____
- Prizes will be cash awards of up to \$25 only, or merchandise of any value. Prizes will be determined in advance, and will not be tied to the amount of proceeds collected. INITIAL: _____
- The organization will hire a uniformed police detail for the duration of the event. INITIAL: _____
- The organization will post during the event a list of all members who are working at the event. Such members will have a valid photo ID in their possession at all times. No such members will receive tips or gratuities. No such members will also play games at the event. INITIAL: _____
- No one connected with the manufacture, sale or distribution of gaming equipment or supplies, or their agents, will assist in any function, or render any service, or be present during the event. INITIAL: _____
- There will be written leases for any space, equipment, and other assistance provided to the organization, and the leases will specify a defined amount of compensation, not a percentage. INITIAL: _____

- Players will pay a pre-determined entry fee. Wagers will only be made with chips, script, or the like, purchased with cash. No credit will be offered, and no payment by check will be accepted. No wagering will be allowed apart from that which benefits the organization. INITIAL: _____
- House rules will be posted, and will include prohibiting the giving or accepting of tips, and the maximum amount of wagers that will be accepted. INITIAL: _____
- For Texas Hold 'Em/Poker Tournaments only, players will not purchase additional chips, script, or the like: there will be no re-buys. INITIAL: _____
- This Application will include a list of all members who will assist with the event, and a copy of all leases for space, equipment, and other assistance. INITIAL: _____

ACKNOWLEDGEMENT

I hereby state and agree that this organization will adhere to all of the above Requirements. Violating any of these provisions may result in civil and/or criminal penalties, and/or a prohibition against conducting raffles and bazaars for up to 3 years.

I further state and agree that all information provided on this application is true and accurate, and I understand that any information found to be false or misleading may result in the forfeiture of this license.

I finally state and agree that this license will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions listed below which may be prescribed by the City of Somerville, including the Chief of Police.

Signature of Applicant: _____ Date: _____

Print Name: _____ Phone: _____

CITY CLERK CERTIFICATION:

The City Clerk certifies that the application is: _____ Complete _____ Incomplete

Signature: _____ Date: _____

POLICE DEPARTMENT RECOMMENDATION:

The Chief of Police recommends that the application be: _____ Approved _____ Denied

Signature: _____ Date: _____

Additional Conditions: _____

CITY CLERK LICENSE ISSUANCE OR DENIAL:

The City Clerk certifies that the License is: _____ Issued _____ Denied

Signature: _____ Date: _____

**COMMONWEALTH OF MASSACHUSETTS
CITY OF SOMERVILLE**

**Annual Report – Raffles & Bazaars
(C. 810, Acts of 1969)**

Date _____

Name of Nonprofit Organization: _____

Address: _____

Expiration Date of Permit: _____

Number of Raffles and Bazaars Held: _____

Amount of Money Received: \$ _____

Expenses Connected with Raffles Conducted: \$ _____

Net Proceeds: \$ _____

For what purposes were the proceeds used? _____

Names & addresses of winners of \$25.00 or more: _____

(Attach additional pages as necessary)

We, the undersigned, do hereby certify that this report is true and complete.

Accountant

1: _____
2: _____

3: _____
Authorized Officers or Members of Organization

Report Certified to be in Conformity with C. 810, Acts of 1969.

City/Town Clerk

**RENEWAL PERMIT WILL NOT BE ISSUED TO LICENSEE UNTIL THIS REPORT HAS
BEEN COMPLETED AND FILED WITH THE COMMISSIONER OF PUBLIC SAFETY.**

(Permit Holders also holding Beano Licenses must submit a copy of this report to the Massachusetts State Lottery Commission)