

## Applying for a Raffle and Bazaar License

Pursuant to MA General Law Chapter 271 Section 7A, you must obtain a license before operating a Raffle or a Bazaar in Somerville. Generally, a license is required for anyone who conducts a drawing for a raffle, or operates a Las Vegas Night, a Texas Hold 'Em Tournament, or some other type of Poker Tournament, in Somerville. Only nonprofit organizations that have been actively operating in Massachusetts for at least the last 24 months may apply.

### TERM:

- The license expires 12 months after issuance.

### APPLICATION CONDITIONS:

- You must apply online.
- You must review and understand the [Raffle and Bazaar Regulations](#), found on the city's website.
- You must be a non-profit organization that has been actively operating in Massachusetts for at least the last 24 months.
- You may operate unlimited raffles, but no more than 3 bazaars under a license.
- Your application must be found suitable by the Police Department.
- The license is not transferrable.

### FEE:

- \$60.00 annual license fee, paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

If you are requesting a new license, or your last license expired more than one year ago:

- The organization's Articles of Incorporation, IRS Notification of Tax-Exempt Status, or other proof of legal existence.
- 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.

If you are renewing a license that is still valid or has expired within the last year:

- The Annual Report--Raffles and Bazaars form, for the most recent license year.

If you are applying for a Bazaar (Las Vegas Nite, Poker Tournament, or other Bazaar):

- A list of all members who might be assisting with the Bazaar(s).

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License Type, select "Business License."
- At Sub Type, select "Raffle and Bazaar."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
  - Select "A new business location" if this is your first application.
    - Then enter your business address, and click on "FIND ADDRESS."
    - If your address is not in Somerville, select "USE THIS ADDRESS."
    - If your address is in Somerville, make sure you enter a valid address.

OR

Select "An additional license for an existing business" if you've already been licensed before.

- At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the Required Documents, Accept all terms and conditions, Submit the form, and pay the required Fee.

#### **LICENSE CONDITIONS:**

##### Requirements for All Raffles and All Bazaars:

- No bingo or beano games will be conducted under this license.
- 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).
- 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.
- The organization will complete and send to the City Clerk's Office within 30 days of the end of the license a Year-end Annual Report signed by the 3 responsible members and an accountant.
- Additional Requirements for All Bazaars:
- The organization may 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.
- No persons under 18 will be present at the bazaar.
- 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.
- The organization will hire a uniformed police detail for the duration of the event.
- 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.
- 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.
- 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.
- 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.
- 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.
- For Texas Hold 'Em or other Poker Tournaments, players will not purchase additional chips, script, or the like: there will be no re-buys.
- 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.

#### **QUESTIONS?**

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).