



Raffle and Bazaar Permit Instructions

Please use the attached forms to apply for a Permit to Conduct Raffles and or Bazaars in the Town of Tewksbury. Once your application has been submitted, it will take approximately one (1) to two (2) weeks to process. Please plan accordingly.

A permit is valid for one (1) year from the date of issue.

Step 1: Before completing your application for a permit to hold a raffle or bazaar, please take a few minutes to read the "Massachusetts Attorney General's Advisory on Raffle/Bazaar/Poker Tournament Rules and Regulations" at:

<http://www.gambling-law-us.com/Charitable-Gaming/Massachusetts/>

You may wish to print a copy to retain these for your records.

Step 2: Complete one (1) copy of the *Application for Permit to Conduct Raffles and Bazaars*; please be sure to have original signatures on copy.

Step 3: Contact the Town Clerk's Office to obtain the State's green slip: *Notice of Issuance of Raffle and/or Bazaar License City or Town (This form is not available online)*. Complete the appropriate sections of the green slip and sign the back.

Step 4: Bring the completed application to the Tewksbury Police Department for the approval and signature of the Chief of Police:

918 Main Street
Tewksbury, MA 01876

Step 5: Send or deliver the copies of the signed application, the green slip, proof of your organization's non-profit status, and payment in cash or check made payable to the Town of Tewksbury for \$10.00 to the Town Clerk's Office at:

Town Hall
1009 Main Street
Tewksbury, MA 01876

Before your permit expires: Please complete the attached Annual Report and submit to the Town Clerk's Office thirty (30) days prior to the expiration of your permit. Failure to submit this report is sufficient grounds to deny future permits. **Please Note: The Annual Report must be signed by the same Officers listed on the previous year's application.**

If you have any questions, please feel free to contact the Town Clerk's Office.

978-640-4355
townclerk@tewbury-ma.gov

TOWN OF TEWKSBURY
1009 MAIN STREET, TEWKSBURY, MA 01876

FEE \$10.00

Date of Application: _____

Date of Event: _____

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS

(C. 810, ACTS OF 1969)

Name and Address of Non-Profit Organization:

Location Where Event is to be Held (be specific):

Evidence of Qualification for Permit: (check ALL that apply)

****Please Attach Evidence****

- (a) Veteran's organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- (b) Church or religious organization; or,
- (c) Fraternal or fraternal benefit society; or,
- (d) Educational or charitable organization; or,
- (e) Civic or service club or organization; or,
- (f) Club or organization organized and operated exclusively for pleasure, recreation and other non-profit purposes, not part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or Members of Organization Responsible for Operation of Raffle or Bazaar:

NAME	RESIDENCE ADDRESS	PHONE NUMBER
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

Uses to which net proceeds will be applied:

Signature of authorized officer or member of organization

(FOR OFFICE USE ONLY)

Application certified to be in conformity with C.810.
Acts of 1969

The applicant (IS) (IS NOT) qualified to operate raffles
and bazaars under the provision of C.810. Acts of
1969.

Town Clerk

PERMIT (ISSUED) (DENIED)

Chief of Police

Date

Town Clerk

Police Detail Required



The Commonwealth of Massachusetts

TOWN OF TEWKSBURY

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 \$250.00 or more:

(Attach additional pages as necessary)

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

Please Note: Signatures must be those of Officers or Members of Organization listed on the previous year's application

1: _____
Signature/Print Name

Accountant/Treasurer of Organization
2: _____
Signature/Print Name

3: _____
Signature/Print Name

Authorized Officers or Members of Organization

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

Town Clerk

RENEWAL PERMIT WILL NOT BE ISSUED TO LICENSEE UNTIL THIS REPORT HAS BEEN COMPLETED AND FILED WITH THE TOWN CLERK.

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

Town of Tewksbury
Office of the Town Clerk
978-640-4355

Raffle & Bazaar Permit Questionnaire

Please complete and return these pages with your completed application form or **REVIEW** these pages before we issue the Permit.

The Organization

Name and Address of your Organization _____

Is the organization a nonprofit / charitable organization as defined in MGL Ch. 271, Sec. 7A? **Yes / No** Please refer to the list below:

- Veteran's 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 non-profit purposes, no part of the net earnings insures to the benefit of any member or shareholder.

(A "public charity," must be in compliance with MGL Ch. 12 & 68
A "nonprofit" entity has a charitable purpose and benefits an indefinite number of people.)

You may be asked to provide **evidence** that your organization has been actively functioning as a nonprofit organization in the commonwealth for a period of not less than two years. (Example: tax returns or bank records)

Has your organization been issued a raffle/bazaar permit from the Town of Tewksbury in the last 2 years? **Yes / No**

Has your organization filed an Annual Report with the Town of Tewksbury for the pervious permits following expiration (1 year after the issuance of the permit)? **Yes / No**

(If you have not already done so, an Annual Report must be filed before the next permit may be issued.)

Has your organization had a raffle/bazaar permit revoked in the last 3 years? **Yes / No**

Has your organization held more than 3 bazaars in a calendar year? **Yes / No**

Do you have permission from the organization to seek a permit on their behalf? **Yes / No**
You may be asked to provide a letter of authorization.

The Application

Have three officers of the organization been designated responsible for operation of the event(s)? **Yes / No**

The same three people will need to sign the annual report following the expiration of the permit.

Have you indicated the use of the proceeds in detail? **Yes / No**

If permit application information changes after being submitted, you need to inform us so the application can be evaluated with the new information.

The Event

Is bingo/beano being held at the bazaar? **Yes / No**

Is your organization aware of the law that applies to raffles and bazaars? (MGL Ch. 271, Sec. 7A) **Yes / No**

Have you reviewed questions and Answers on Nonprofit Gaming Events? **Yes / No**

Have you reviewed the regulations, 940 CMR 12.00 (large raffles: one in which the ticket price is more than \$10.00 or the prize is greater than \$10,000) and 940 CMR 13.00 (Bazaars), if they apply? **Yes / No**

(If not, please let us know if you need a copy of the regulations.)

The Lottery Commission

The Lottery Commission will send you information and forms about your tax requirements.

Within 10 days after holding the event, the organization must report to the Lottery Commission its gross proceeds, expenses and net proceeds and **pay a 5% TAX** on the gross proceeds.

This is an excise tax on wagering and applies to all groups. Your non-profit status does not exempt you from this tax; rather, your non-profit status allows you to qualify for the permit.

Interest and penalties may be assessed on late tax returns.

Annual Report

Within 30 days of the permit's expiration (1 year after the issuance), the organization must file 2 copies of a financial report with the Town Clerk **certified by the 3 officers on the application and an accountant.**