

BRIEF BINGO DESCRIPTION

Prior to conducting bingo, organizations shall first be registered and maintain a valid identification number issued by the Commission. Once this is achieved, the organization may proceed to file a Bingo License Application with the municipality which the activity is to be held. Upon doing so the organization must exhibit their identification card to the municipal clerk when submitting their Bingo License Application. (Follow procedures

The license is to be conspicuously displayed in the area/room where the games are held.

No prize may be awarded in excess of \$1,000.00 for a single regular or special game. The total prizes awarded of all games on any one occasion shall not exceed \$3,000.00, except for the authorized percentage games known as, progressive jackpot, 50/50, multi-color, and pre-draw. These games are to be conducted only in the proper manner as described in the rules and regulations.

All equipment utilized in the conduct of bingo, such as, bingo paper, and electronic bingo devices are to be purchased/leased from a licensed bingo equipment provider. A list of current licensed providers can be obtained by contacting the Commission.

Bingo Application forms and additional information is available on the [New Jersey Legalized Games of Chance Control Commission's website](http://www.NJConsumerAffairs.gov/lgccc/Pages/default.aspx) at www.NJConsumerAffairs.gov/lgccc/Pages/default.aspx or you can visit the Township's website at www.millstonenj.gov on the home page under Quick Links select Forms Library, Office of the Clerk. Make sure you also select the Affidavit of Criminal History.

Step 1: A complete application includes:

- 4 copies of license application, each notarized with original signatures.
- 4 copies of the Affidavit of Criminal History, each notarized with original signatures.
- A check made out to Legalized Games of Chance Control Commission (or LGCCC) for the appropriate amount.
- A check made out to Township of Millstone for the same amount.
- The original colored certificate from the State with the organization's identification number on it. Please make sure this is current through the date of the bingo.

Step 2: The Township Committee approves the application at its meeting. The application is sent to the State and the 14-day waiting period for issuance of the license begins.

Step 3: Barring any questions/problems from the State regarding an application, the license is issued two weeks from the date it is sent to the State.

Step 4: The bingo is held.

Step 5: A Report of Operations must be completed and sent to Legalized Games of Chance by the 15th of the month immediately following the month in which the raffle was held. The Report of Operations need not, and should not, be sent to the Township.

If you have any questions, please feel free to contact the Municipal Clerk, Maria Dellasala at 732-446-4249, x 1701.