



# APPLICATION FOR RAFFLE PERMIT

(Please print or type)

Charitable organization conducting raffle \_\_\_\_\_

Status of charitable organization: *Check one*

a charitable organization with a 501C3 IRS status <input type="checkbox"/>	a political committee or political party, which has been in existence for at least 2 years. <i>Date of Founding</i> _____ <input type="checkbox"/>
a person or entity that is established as a benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental, conservation, civic, social, sporting, recreation or other charitable purpose which has been in existence for at least 2 years. <i>Date of Founding</i> _____ <input type="checkbox"/>	any person who in any manner employs a charitable appeal as the basis for any solicitation. <input type="checkbox"/>

Responsible party \_\_\_\_\_ Address \_\_\_\_\_

Email address \_\_\_\_\_ Daytime telephone number of responsible party \_\_\_\_\_

### COMPLETE THIS SECTION IF RAFFLING TANGIBLE ARTICLE(S):

Single drawing date of \_\_\_\_\_  Calendar drawing  (multiple drawings from one pool of tickets)

List specific date(s) of actual drawings and prizes to be given:

\_\_\_\_\_  
\_\_\_\_\_

### COMPLETE THIS SECTION IF CASH PRIZES WILL BE AWARDED:

Single drawing date of \_\_\_\_\_  Calendar drawing  (multiple drawings from one pool of tickets)

List specific date(s) of actual drawings and cash awards to be given:

\_\_\_\_\_  
\_\_\_\_\_

Number of tickets to be printed \_\_\_\_\_ Amount of donation for each ticket \_\_\_\_\_

**Duration of ticket sales: Start date** \_\_\_\_\_ **End date** \_\_\_\_\_\*

Projected income from the raffle based upon sale of tickets \$ \_\_\_\_\_

Projected total disbursement from the cash drawings(s) \$ \_\_\_\_\_ (if applicable)

*(Note RSA 287-A:1 requires that if the prize is cash, there must be a 50/50 split between the proceeds from the raffle and the cash prize)*

**I certify that the proceeds of this raffle will be used for:** \_\_\_\_\_.

**For any raffles where a cash prize is involved, I certify that 50% of the collected donations will go towards the charitable purpose of the raffle.**

\_\_\_\_\_  
**Signature of applicant**

*For use by office*

Date Submitted \_\_\_\_\_ Date Granted \_\_\_\_\_ Application Fee Received \_\_\_\_\_ Raffle Permit # RF-2022- \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\*This permit shall expire on the end date provided. No raffle may extend beyond a 54 week period.

**EACH RAFFLE TICKET OR CALENDAR RAFFLE SOLD MUST CONTAIN THE FOLLOWING INFORMATION:**

- 1) Name of charitable organization or person making the charitable appeal on behalf of \_\_\_\_\_
- 2) Date and location of drawing
- 3) Raffle permit number
- 4) List of prizes
- 5) Cost to purchase raffle ticket(s)

**What is a Raffle?**

Raffle means a lottery in which each participant buys a ticket for an article or articles put up as a prize with the winner being determined by a random drawing.

A raffle can be conducted in various ways. You may offer a cash prize, but each pool of tickets for cash winnings will be considered a separate raffle, and the winner(s) must be awarded 50 percent of the proceeds from the sale of tickets.

You may also offer a tangible prize or a list of tangible prizes. Gift cards and prepaid credit cards are considered tangible articles. You may decide to hold one drawing from the pool of tickets sold, or have multiple drawings from the same pool of tickets with dates identified on the application. You may also choose to pull from the same pool on various dates throughout the month in the case of a calendar raffle. All of these options are permissible as long as you conclude ticket sales prior to the first drawing and you do not add to the pool of tickets.

Once the drawing(s) have occurred, the applicant is required to submit a list of winners and their contact information to the City.

**Obtaining a License**

The City Clerk is the licensing authority for Raffle Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The City Clerk's Office will review the application and look back at the applicant's file to ensure that winners of previously held raffles have been submitted. If all is in order the City Clerk will issue the license immediately.

Licenses issued under this section of the City Code are date specific, and can be issued for a series of dates. The application fee for this license is \$20.00.

**To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:**

[https://www.municode.com/library/nh/keene/codes/code\\_of\\_ordinances](https://www.municode.com/library/nh/keene/codes/code_of_ordinances)

**Chapter 46 is the Licensing Chapter.**