



## OFFICE OF THE TOWN CLERK

Norfolk Town Hall 1 Liberty Lane Norfolk, MA 02056 Telephone: 508-528-1400  
Carol Greene, Town Clerk

### Raffle and Bazaar Permit Instructions

Attached please find the forms necessary to apply for a Permit to Conduct Raffles and or Bazaars in the Town of Norfolk.

Once issued, your permit will be good for one 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 the application signed by the Norfolk Chief of Police. All signatures must be originals (not photocopied).

**Step 3:** Complete the attached Annual Report.

**Step 4:** Submit your organizations current Certificate of Solicitation.

**Step 5:** Contact the Town Clerk's Office to obtain the State's green slip entitled Notice of Issuance of Raffle and/or Bazaar License City or Town (This form is not available on line). Complete the appropriate sections of the green slip and sign the back.

**Step 6:** Send or deliver the copies of the application, the green slip, proof of your organization's non-profit status, and a check made out to the Town of Norfolk for \$25.00 to the Town Clerk's Office at the address below:

Town Clerk  
Norfolk Town Hall 1 Liberty Lane  
Norfolk, MA 02056

Once all of your paperwork is complete and submitted, your raffle permit will be issued.

If you have any questions, please feel free to call me at the number listed above.

Thank you,

Carol Greene Norfolk Town Clerk



# TOWN OF NORFOLK

1 Liberty Lane  
Norfolk, MA 02056

FEE \$25.00

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)

- (a) Veterans' 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 charitable organization; 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 nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Number of Games and Their Description:

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

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

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)

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

Police Detail Required

# The Commonwealth of Massachusetts

## TOWN OF NORFOLK

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and Address of Non-profit Organization:

\_\_\_\_\_  
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? \_\_\_\_\_

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

Name and Addresses of Winners of \$250.00 or more

NAME

RESIDENCE ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages as necessary)

We, the undersigned, do hereby certify that this report is true and complete. (To be signed by your organization's accountant and three officers or members listed in your permit application.)

Accountant: \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

(Signature of authorized officer or member of organization)

(FOR OFFICE USE ONLY)

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 Chief of Police and the Town Clerk  
(Permit holders also holding Beano Licenses must submit a copy of this report to the Massachusetts State Lottery Commission.)