



OFFICE OF THE CITY CLERK
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459
617-796-1200

Raffle and Bazaar Permit Instructions

Attached you will find the necessary forms to apply for a Permit to Conduct Raffles/Bazaars within the City of Newton. Once your paperwork is submitted, it will take approximately 2 weeks to process, please plan accordingly. If approved, your permit will be valid for 1 year from the date of issue.

Step 1:

Read the attached *Massachusetts Attorney General's Advisory on Raffle/Bazaar/Poker Tournament Rules & Regulations*. Keep these for your records.

Step 2:

Thoroughly complete the *Application for Permit to Conduct Raffles and Bazaars*.

Step 3:

Fill in the appropriate sections of the enclosed green slip entitled *Notice of Issuance of: Raffle and/or Bazaar License-City or Town* and sign the back.

Step 4:

Principal members of the organization are required to complete the *Declaration of "Qualified" Applicants for Raffle and Bazaar Permits* form, identified on the *Application for Permit to Conduct Raffles and Bazaars*.

Step 5:

Send or deliver to the address above: the application, green slip, declaration(s) and proof of your organization's non-profit status. Include a check made payable to the City of Newton for \$10. When the necessary information has been submitted and approved, the permit will be issued and mailed directly to you.

Before your permit expires

Please complete the attached *Annual Report* and submit to the City Clerk's Office within 30 days prior to the expiration date on your permit. This must be submitted to obtain future permits. For any questions, feel free to call us!

Thank you,

Donna Whitham
License & Permit Coordinator



Commonwealth of Massachusetts
CITY OF NEWTON

FEE: \$10.00

Raffle #:

2021

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):

Date of application: _____

Date of event: _____

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

- 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
- Church or religious organization
- Fraternal or charitable organization
- Educational or charitable organization
- Civic or service club or organization
- Club or organization operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit any member or shareholder.

Description and purpose of event:

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

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

Signature of authorized officer or member of organization

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

The applicant (IS) or (IS NOT) qualified to operate raffles

City Clerk

Chief of Police

Date

PERMIT: ISSUED DENIED

Police Detail Required

City Clerk

Date



City of Newton Police Department

TELEPHONE
617-796-2101
FAX 617-796-3679

Office of the Chief of Police
HEADQUARTERS
1321 WASHINGTON STREET
NEWTON, MASSACHUSETTS 02465

DECLARATION OF "QUALIFIED" APPLICANTS FOR RAFFLE AND BAZAAR PERMITS

(M.G.L. Ch.271 s.7A states: "If the clerk so determines. He/she shall forward the application to the chief of police of the city or town, who shall determine whether the applicant is qualified to operate raffles and bazaars under this section. If the chief of police so determine he/she shall endorse the application and return it to the clerk, who shall forthwith issue a permit. which shall be valid for one year from the date of its issuance. ")

Dear Sir/Madam:

Date: _____

This is to certify that I, _____

(type or print name)

who resides at _____

(number, street, city and zipcode)

and was born on _____

(date of birth)

SSN (social security #)

I have have not been convicted of any criminal offense/*Applicant must check one box*

**I DECLARE UNDER THE PENALTIES OF PERJURY THAT THE STATEMENTS CONTAINED
HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

(signature)

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____

NOTARY PUBLIC or JUSTICE OF THE PEACE

My commission expires _____

* If the answer is in the affirmative then use reverse side to state circumstances of any conviction, which should include the date, time, place, violation and final disposition. **NOTE:** False statements may deem an applicant as an unqualified person.





Commonwealth of Massachusetts
CITY OF NEWTON
2021

ANNUAL REPORT FOR RAFFLES AND BAZAARS

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? _____

Names 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 the 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

City Clerk

Renewal Permit will not be issued to Licensee Until this report has been completed and filed with the Chief of Police and the City Clerk.
(Permit holders also holding Beano Licenses must submit a copy of this report to the Massachusetts State Lottery Commission.)