

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 and be sent to you. If approved, permits are 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 a Declaration of "Qualified" Applicants for Raffle and Bazaar Permits form, identified on the Application for Permit to Conduct Raffles and Bazaars. Two forms are included, more are available if needed.

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

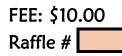
Please complete the attached Annual Report and submit to the City Clerk's Office within 30 days prior to the expiration date on your permit. This must be submitted to obtain future permits. For any questions, feel free to call us!

Thank you,

Donna Whitham License & Permit Coordinator



Commonwealth of Massachusetts CITY OF NEWTON



2022

	APPL			TO CONDUCT RAFFLES AND BA 0, ACTS of 1969)	ZAARS
Name and	d address of no	on-profit organization	า:	Location where event is to be	held (be specific):
Date of ap	oplication:			Date of event:	
Evidence of Qualification for Permit: (check all that apply)				Description and pur	pose of event:
	ongress of the U ause (12) of secti eneral Laws Church or religi Fraternal or cha Educational or c Civic or service Club or organiz or pleasure, recre urposes, no part	ization chartered by th nited States or included on five of chapter forty ous organization aritable organization charitable organization club or organization ation operated exclusiv ation and other nonpro of the net earnings of y efit any member or	l in 7 of th 9 ely 9 ofit	e	
	Offic	cers or Members of Org	ganiza	tion <u>Responsible</u> for Operation of Raffle	or Bazaar:
ו 	NAME (PRINT)		RI 	ESIDENCE ADDRESS	PHONE NUMBER
(2)					
Applicatio Acts of 196		in conformity with C.	810,	*Signature of authorized officer or mem	der of organization*
City Clerk				-	
Permit:	ISSUED	DENIED		Chief of Police	Date
		Dete		_ Police Detail Required	
City Clerk		Date			



City of Newton Police Department

Office of the Chief of Police **HEADOUARTERS 1321 WASHINGTON STREET** NEWTON, MASSACHUSETTS 02465 Phone: 617-796-2101 Fax: 617-796-3679

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 aualified 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,		
who resides at	(type or print name)	
(nu	umber, street, city and zipcode)	
and was born on <i>(date of birth)</i>	SSN (social security #)	
	of any criminal offense/ <i>Applicant must check one box</i>	
	TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
	Signature of Applicant	
SWORN AND SUBSCRIBED BEFORE ME TI	HIS DAY OF	
	Notary Public of 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 deems applicant as an unqualified person.



FIRST ACCREDITED CITY POLICE DEPARTMENT IN MASSACHUSETTS



Commonwealth of Massachusetts CITY OF NEWTON 2022

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 1	more:
NAME RE	ESIDENCE ADDRESS
(Attach ad	ditional pages as necessary)
We, the undersigned, do hereby certify that this r organization's accountant and the three officers of	report is true and complete. (To be signed by your permit application.)
	1.
Accountant:	1
2	3
	(Signature of authorized officer or member of
(FOR OFFICE USE ONLY)	organization)
Report certified to be in conformity with C. 810, Acts of 1969	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
City Clerk	- submit a copy of this report to the Massachusetts State Lottery Commission.)