



Raffle and Bazaar Permit Instructions

Please use the attached forms to apply for a Permit to Conduct Raffles and or Bazaars in the Town of Chelmsford. Once your application has been submitted, it will take approximately one (1) to two (2) weeks to process. Please plan accordingly.

A permit is valid for one (1) 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 original signatures on copy.

Step 3: Contact the Town Clerk’s Office to obtain the State’s green slip: *Notice of Issuance of Raffle and/or Bazaar License City or Town (This form is not available online)*. Complete the appropriate sections of the green slip and sign the back.

Step 4: Bring the completed application to the Chelmsford Police Department for their approval and signature:

2 Olde North Road
Chelmsford, MA 01824

Step 5: Send or deliver the copies of the signed application, the green slip, proof of your organization’s non-profit status, and payment in cash or check made payable to the Town of Chelmsford for \$20.00 to the Town Clerk’s Office at:

50 Billerica Road
Chelmsford, MA 01824

Before your permit expires: Please complete the attached Annual Report and submit two (2) copies to the Town Clerk’s Office thirty (30) days prior to the expiration of you permit. Failure to submit this report is sufficient grounds to deny future permits.

If you have any questions, please feel free to contact the Town Clerk’s Office.

50 Billerica Road
Chelmsford, MA 01824
978-250-5205
www.townofchelmsford.us

TOWN OF CHELMSFORD

50 Billerica Road, Chelmsford, MA 01824

FEE \$20.00

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

(FOR OFFICE USE ONLY)

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 CHELMSFORD

Annual Report – Raffles & Bazaars

(C. 810, Acts of 1969)

Date: _____

Name of Nonprofit Organization: _____

Address: _____

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 & addresses of winners of \$250.00 or more:

(Attach additional pages as necessary)

We, the undersigned, do hereby certify that this report is true and complete.

1: _____

2: _____

Accountant/Treasurer of Organization

3: _____

Authorized Officers or Members of Organization

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 TOWN CLERK.

(Permit Holders also holding Beano Licenses must submit a copy of this report to the Massachusetts State Lottery Commission)