



City of Evanston

Raffle Permit Application

Submit this application to the City of Evanston, City Collector's Office, 2100 Ridge Ave. Evanston, IL 60201 or fax to (847) 448-8122 not less than thirty (30) days prior to the day of the event. If you have any questions, please call the City Collector's Office at (847) 866-2926.

Organizational Information:

Name of Organization: _____

Principal Address: _____

Raffle Manager's Name: _____ Social Security No. _____

Address: _____ Phone: _____

Affiliation with Organization: _____

Type of Organization: (Check appropriate box)

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Educational | <input type="checkbox"/> Fraternal | <input type="checkbox"/> Labor |
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Religious | <input type="checkbox"/> Veterans | |

Number of year's organization has been in existence: _____

Date and place of incorporation or formation of organization: _____

Number of members in good standing in organization: _____

Event Information: (Plan to have "Raffle licensed by City of Evanston" printed on all tickets offered for sale.)

Name of Event: _____

Location(s): _____ Estimated number of participants: _____

Date(s): _____ Time(s): Start: _____ a.m./p.m. Finish: _____ a.m./p.m.

Is the Event a Fundraiser? Yes No Beneficiary: _____

Registration Fee: Yes No Charge: \$ _____

Give date, time and location(s) of determining winning chances: _____

State maximum price to be charged for each chance: \$ _____ State number of tickets to be sold _____

Net Proceeds (profit) to be used for: _____

Give maximum value of each prize: \$ _____ Cumulative retail value of prizes offered: \$ _____

Describe First Prize: _____ Dollar Value: \$ _____

(See Reverse Side)

Documentation Needed:

- \$50 Fee per Raffle
- Sworn statement attesting to the non-profit character of organization signed by the presiding Officer and Secretary.
- List of current Officers with their addresses, phone numbers, social security numbers and date of birth.

Requirements (Along with this application and the above mentioned documentation, please submit a letter to the Finance Department - City Collector's Office acknowledging the following requirements.)

General Provisions: (*Excerpts from Ordinance 28-0-82*)

- The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct that raffle.
- No person except a bona fide member of the sponsoring organization may participate in the management of operation of the raffle.
- No person may receive any remuneration or profit for participating in the management or operation of the raffle.
- A licensee may rent premises on which to determine the winning chance or chances in a raffle only from: (1) an organization which is also licensed under this chapter; or (2) a non-profit corporation or organization approved in the license; or (3) a commercial entity approved in the license, but only if no rent or other charge is made for the renting of the premises above the lowest rates that are being charged by the entity for use of the same space.
- Raffle chances may be sold or issued only within the area specified in the license, and winning chances may be determined only at those locations specified in the license.
- No person under the age of eighteen (18) years may participate in the conducting of raffles or chances. A person under the age of eighteen (18) years may be within the area when winning chances are being determined only when accompanied by his parent or guardian.
- Gross receipts from the operation of Raffle Programs shall be segregated from other revenues of the organization, including bingo gross receipts, if licensed bingo games are also conducted by the same non-profit organization, and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts, expenses, and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the organization.
- The City Manager or his designee may invoke or suspend any license issued by the City under this Chapter if he determines that the licensee has violated any provision of this Chapter or of law. Within five (5) days after such hearing, if the City Manger or his designee determines that the license shall be revoked or suspended, he shall state the reason or reasons for such determination in a written order for revocation or suspension and shall serve a copy of such order within five (5) days upon the license.

I hereby affirm that the above information is true and correct in describing the intent of this application.

(Signature of Applicant)

(Date)

For Office Use Only:

Approved

Not Approved

By: _____
(City Collector's Office Staff)

Date: _____

Reason for Denial: _____

CC: Police Department & City Manager's Office