



Office of the City Clerk

ALEX GEOURNTAS  
City Clerk

## **APPLICATION PROCESS FOR RAFFLES, BAZAARS, LAS VEGAS NIGHTS OR ANY TYPE OF POKER/TEXAS HOLD'EM EVENTS IN THE CITY OF BOSTON**

1. The group sponsoring the event must be a **NON-PROFIT** organization registered with the Massachusetts Secretary of State's Office for the past two (2) years.
2. A current copy of the non-profit organization's **Articles of Organization**.
3. Please indicate if this is a "new" or "renewal" at the top of the application form and the CC# is issued internally by staff processing paperwork.
4. *All applications must be submitted to the City Clerk's Office **NO LATER than 30 days prior to the event.***
5. A copy of the **Fire Assembly Permit** must be included with application. If a Las Vegas Night or Texas Hold'Em event, the contract agreement must also be part of your application. *(required for 25 or more individuals at event)*
6. All information requested on the application, the Permission for Vetting Form and the Notice of Issuance of Raffles and/or Bazaars must be **completed in full**. Please provide copies of a photo id for each of the three applicants listed on Vetting Form.
7. A **\$30.00 filing fee** is required in the form of a check payable to the City of Boston or cash if paying in person in Room 601.
8. You must also submit a completed Annual Report Form (attached to application) within one (1) year of the date of your event. Raffle/Bazaar/Las Vegas Night permit renewals will not be granted until previous year's report is filed.

Please contact Kellie Donovan at 617-635-2691 if you have any questions regarding the application process. Thank you for your cooperation.

**NOTE:** *A paid police detail is required for all Las Vegas Nights, Bazaars, Poker/Texas Hold'Em events.*

NEW  RENEWAL

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON

CC# \_\_\_\_\_

(For office use only)

APPLICATION OF NONPROFIT ORGANIZATION FOR PERMIT TO CONDUCT RAFFLES, BAZAARS AND LAS VEGAS NIGHTS  
(Must be in existence for at least two years)

NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT

herein called the "Applicant," hereby applies to the City Clerk of the City of Boston under G.L., c. 271, s. 7A for a permit to conduct raffles , bazaars , Las Vegas Nights  to be held at \_\_\_\_\_

during the period of one year from the date of the issuance of the permit hereby sought.

Please specify dates and times events will be held \_\_\_\_\_ a.m. p.m. \_\_\_\_\_ a.m. p.m.  
\_\_\_\_\_ a.m. p.m. \_\_\_\_\_ a.m. p.m.

The Applicant hereby represents:

1. That the Applicant is a
  - (a) Veterans' organization chartered by the Congress of the United States or included in G.L. c. 40, s. 5, cl. (12).
  - (b) Church or religious organization.
  - (c) Fraternal or fraternal benefit society.
  - (d) Educational or charitable organization.
  - (e) Civic or service club or organization.
  - (f) Club 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.

2. That the organization has been organized and actively functioning as a nonprofit organization in Massachusetts for more than \_\_\_\_\_ years. (A copy of the Articles of Organization must be submitted with this application.)

3. That the officers or members of the Applicant who shall be responsible for the operation of all raffles, bazaars or Las Vegas Nights to be held under the permit hereby sought are:

(1)	MEMBER	RESIDENCE	( )	TELEPHONE
(2)	MEMBER	RESIDENCE	( )	TELEPHONE
(3)	MEMBER	RESIDENCE	( )	TELEPHONE

Please submit name and telephone number of contact person for additional Application Information: If other than members listed above:

4. That the promotion and operation of all raffles, bazaars and Las Vegas Nights held under the permit hereby applied for shall be confined solely to the aforementioned officers and members of the Applicant and that no such officer or member shall receive remuneration in any form for time or effort devoted to such promotion or operation.

5. That the uses to which the net proceeds of all raffles, bazaars and Las Vegas Nights held under the permit hereby sought will be applied shall be as follows: \_\_\_\_\_

That within ten days after EACH raffle, bazaar or Las Vegas Night under the permit hereby sought is held, the Applicant shall file a return with the Beano Department, Massachusetts State Lottery, 15 Rockdale Street, Braintree, and pay the tax required by G.L. c. 271, s. 7A; and that within thirty days after the expiration of the permit hereby sought, the Applicant shall file with the City Clerk of the City of Boston three copies of the reports so required.

Date: \_\_\_\_\_ NAME OF APPLICANT

By \_\_\_\_\_  
TITLE

The Applicant is qualified to operate raffles, bazaars and Las Vegas Nights under G.L. c. 271, s. 7A

Date: \_\_\_\_\_ POLICE COMMISSIONER

Date: \_\_\_\_\_ Permit ISSUED - DENIED CITY CLERK

\*\* APPLICATION MUST BE FILED THIRTY DAYS PRIOR TO EVENT \*\*

A COPY OF THIS APPROVED PERMIT MUST BE FORWARDED TO THE COMMISSIONER OF PUBLIC SAFETY

MGL CHAPTER 271, SECTION 7A  
RAFFLES AND BAZAARS: CONDUCT BY CERTAIN ORGANIZATIONS

Section 7A. In this section the following words shall have the following meanings:

"Raffle", an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.

"Bazaar", a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed \$250 each.

Notwithstanding any other provisions of law, raffles and bazaars may be promoted, operated and conducted under permits issued in accordance with the provisions of this section.

No organization, society, church or club which conducts a raffle or bazaar under the provisions of this section shall be deemed to have set up and promoted a lottery and nothing in this chapter shall authorize the prosecution, arrest or conviction of any person connected with the operation of any such raffle or bazaar; provided, however, that nothing contained in this section shall be construed as permitting the game commonly known as "beano" or any similar game regardless of name.

No raffle or bazaar shall be promoted, operated or conducted by any person or organization, unless the same is sponsored and conducted exclusively by (a) 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; (b) a church or religious organization; (c) a fraternal or fraternal benefit society; (d) an educational or charitable organization; (e) a civic or service club or organization; and (f) clubs or organizations 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. Such organization shall have been organized and actively functioning as a nonprofit organization in the commonwealth for a period of not less than two years before it may apply for a permit. The promotion and operation of the raffle or bazaar shall be confined solely to the qualified members of the sponsoring organization and no such member shall receive remuneration in any form for time or effort devoted to the promotion or operation of such raffle or bazaar. All funds derived from any raffle or bazaar shall be used exclusively for the purposes stated in the application of the sponsoring organization which purposes shall be limited to educational, charitable, religious, fraternal or civic purposes or for veterans' benefits. An organization which meets the qualifications required by this section and which desires to conduct or operate a raffle or bazaar within the commonwealth shall apply for a permit to conduct raffles and bazaars from the clerk of the city or town in which the raffle will be drawn or the bazaar held. The application form shall be approved by the commissioner of public safety and shall include the name and address of the applicant, the evidence on which the applicant relies in order to qualify under this section, the names of three officers or members of the organization who shall be responsible for the operation of the raffle or bazaar, and the uses to which the net proceeds will be applied. Unless otherwise established in a town by town meeting action and in a city by city council action, and in a town with no town meeting by town council action, by adoption of appropriate by-laws and ordinances to set such fees, a fee of ten dollars shall accompany each such application and shall be retained by the city or town, but in no event shall any such fee be greater than fifty dollars. Upon receipt of such application, the clerk shall determine whether it is in conformity with this section. If the clerk so determines, he 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 determines, he 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. The clerk shall retain a copy of the application and shall send a copy to the commissioner of public safety. If there is any change in the facts set forth in the application for a permit subsequent to the making of such application, the applicant shall forthwith notify the authority granting such permit of such change, and such authority shall issue such permit if the applicant is qualified, or, if a permit has already been issued and the change in the facts set forth in the application disqualify the applicant revoke such permit.

If an application is not acted upon within thirty days after it is submitted, or if the organization is refused a permit, or if a permit is revoked, any person named on the application may obtain judicial review of such refusal or revocation by filing within ten days of such refusal or revocation or within ten days of the expiration of such thirty day period a petition for review in the district court having jurisdiction in the city or town in which such application was filed. A justice of said court, after a hearing, may direct that such permit be issued, if he is satisfied that there was no reasonable ground for refusing such permit, and that the applicant was not prohibited by law from holding raffles or bazaars.

An organization issued a permit under this section shall within thirty days of the expiration of its permit submit a report on a form to be approved by the commissioner of public safety. Such form shall require information concerning the number of raffles and bazaars held, the amount of money received, the expenses connected with the raffle or bazaar, the names of the winners of prizes exceeding \$250 in value, the net proceeds of the raffles and bazaars, and the uses to which the net proceeds were applied. The organization shall maintain and keep such books and records as may be necessary to substantiate the particulars of such report, which books and records shall be preserved for at least one year from the date of such report and shall be available for inspection. Such report shall be certified to by the three persons designated in the permit application as being responsible for such raffle or bazaar and by an accountant. Two copies of said report shall be filed with city or town clerk. The clerk shall send one copy to the commissioner of public safety. Failure to file said report shall constitute sufficient grounds for refusal to renew a permit to conduct raffles or bazaars. The fee for renewal of such permit shall be ten dollars.

The authority granting any permit under this section shall immediately revoke the same for a violation of any provision of this section and shall not issue any permit to such permittee within three years from the date of such violation. Any person aggrieved by the action of such authority revoking such permit may appeal to the district court having jurisdiction in the city or town where the permit was issued; provided that such appeal shall be filed in such court within twenty days following receipt of notification by said authority. The court shall hear all pertinent evidence and determine the facts and upon the facts so determined annul such action or make such decision as equity may require. The foregoing shall be exclusive.

Any organization conducting or operating a raffle or bazaar under this section shall file a return with the state lottery commission, on a form prepared by it, within ten days after the raffle or bazaar is held and shall pay therewith a tax of five per cent of the gross proceeds derived from such raffle or bazaar.

All sums received by said commission from the tax imposed by this section as taxes, interest thereon, fees, penalties, forfeitures, costs of suits or fines, less all amounts refunded thereon, together with any interest or costs paid on account of such refunds, shall be paid into the treasury of the commonwealth.

Whoever violates any provision of this section or submits false information on an application or report required under this section shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one year, or both.

No person who prints or produces tickets, cards or any similar article used in the conduct of a bazaar or raffle pursuant to a permit issued under the provisions of this section shall be subject to any penalty therefor, provided that a certified copy of such permit was presented to him prior to his undertaking to print or produce such tickets or cards.

No organization issued a permit under this section shall conduct more than three bazaars in any single calendar year nor shall such organization conduct more than one bazaar in any single calendar day. The operation of a bazaar shall be limited to five consecutive hours.



# **BostonPolice** DEPARTMENT

## **Permission for Vetting for a RAFFLE-BAZAARS / LAS VEGAS APPLICATION**

All applicants applying for Raffle-Bazaar/Las Vegas Permits are subject to criminal record checks.

All applicants must include a copy of a photo ID along with a name and date of birth. (*passports are acceptable*)

**Applicant Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**First and Last Name - please print**

**SIGNATURE:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**First and Last Name – please print**

**SIGNATURE:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**First and Last Name – please print**

**SIGNATURE:** \_\_\_\_\_

**For further information or questions regarding your permit application,  
please contact the City of Boston Clerk's Office at 617-635-2691.**



# **BostonPolice**

**D E P A R T M E N T**

## **DISTRICT A-1/A-15**

40 New Sudbury Street, Boston, MA 02114 / 617-343-4240/617-343-4888

## **DISTRICT A-7**

69 Paris Street, East Boston, MA 02128 / 617-343-4220

## **DISTRICT B-2**

2400 Washington Street, Roxbury, MA 02119 / 617-343-4270

## **DISTRICT B-3**

1165 Blue Hill Avenue, Mattapan, MA 02124 / 617-343-4700

## **DISTRICT C-6**

101 West Broadway, South Boston, MA 02127 / 617-343-4730

## **DISTRICT C-11**

40 Gibson Street, Dorchester, MA 02122 / 617-343-4330

## **DISTRICT D-4**

650 Harrison Avenue, Boston, MA 02116 / 617-343-4250

## **DISTRICT D-14**

301 Washington Street, Brighton, MA 02135 / 617-343-4260

## **DISTRICT E-5**

1708 Centre Street, West Roxbury, MA 02132 / 617-343-4560

## **DISTRICT E-13**

3347 Washington Street, Jamaica Plain, MA 02130 / 617-343-5630

## **DISTRICT E-18**

1249 Hyde Park Avenue, Hyde Park, MA 02136 / 617-343-5600

**NOTICE OF ISSUANCE OF:  
RAFFLE AND / OR BAZAAR LICENSE  
CITY OR TOWN .....**

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**FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY**

<b>IDENTIFICATION NUMBER</b>	<b>DATE RECEIVED</b>

Name of Authorized Organization \_\_\_\_\_

Address (Street) \_\_\_\_\_ City/Town \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FORM IS TO BE RETURNED TO:  
**CHARITABLE GAMING DEPARTMENT**  
Massachusetts State Lottery  
P.O. Box 859012  
BRAINTREE, MA 02185-9012

**FOR CITY / TOWN USE ONLY**

Date of Issue: \_\_\_\_\_

City / Town Official \_\_\_\_\_

Title \_\_\_\_\_

OFFICIAL SEAL:

Date Organized       Corporation       Unincorporated Association

Religious Organization       Veterans Organization (non-profit)       Educational Organization       Civic Organization

Charitable Organization       Volunteer Fire Company       Fraternal Organization       Other

**FOR M.S.L.C. USE ONLY**

TAX FORM SENT

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

INV. ASSIGNED: \_\_\_\_\_

Assigned By \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZED OFFICER OF ORGANIZATION SIGN BELOW**

Signature of Officer ..... Date .....

Title .....

TELEPHONE NUMBERS

AREA	HOME PHONE

DATE OF OCCASION .....

AREA	HOME PHONE

NUMBER OF OCCASIONS NEXT TWELVE (12) MONTHS .....

(Renewal will not be issued until this report is filed with the City Clerk)

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON

Annual Report of Raffles and Bazaars  
(General Laws c: 271, s. 7A)

Date: \_\_\_\_\_

Name and Address of Permit Holder:  
\_\_\_\_\_  
\_\_\_\_\_

Expiration Date of Permit: \_\_\_\_\_

Number of Raffles and Bazaars held under Permit: \_\_\_\_\_

Gross amount of money received: \$ \_\_\_\_\_

Expenses connected with Raffles and Bazaars held:  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Net Proceeds of Raffles & Bazaars: \$ \_\_\_\_\_

Uses to which Net Proceeds applied:  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Names and Address of Winners of Prizes exceeding \$250.00 in value:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We do hereby certify the foregoing report to be true and complete.

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

Received: \_\_\_\_\_ 2. \_\_\_\_\_

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

\_\_\_\_\_  
City Clerk

THIS FORM APPROVED BY THE COMMISSIONER OF PUBLIC SAFETY

\_\_\_\_\_