



**APPLICATION TO CONDUCT RAFFLES
CITY OF URBANA
400 South Vine Street
Urbana, Illinois**



APPLICANT ORGANIZATION _____

ORGANIZATION ADDRESS _____

TELEPHONE (for contact at all times) _____

TYPE OF ORGANIZATION:	NOT-FOR-PROFIT	FOR PROFIT	
Religious	Labor	Fraternal	Veterans
Charitable	Business	Educational	Fund Raising

REPRESENTATIVE'S NAME _____

ADDRESS _____

EMAIL _____

POSITION OR REPRESENTATIVE CAPACITY _____

LOCATION FOR SALE OF CHANCES _____

DATES OF SALE PERIOD (not more than 180 days):

FROM _____ TO _____ DATE PRIZE(S) WILL BE AWARDED _____

NUMBER OF ADDITIONAL RAFFLES AND DATES TO BE HELD _____

LOCATION WHERE PRIZE(S) WILL BE AWARDED _____

PRICE OF EACH CHANCE _____

AGGREGATE RETAIL VALUE OF ALL PRIZES _____

MAXIMUM RETAIL VALUE OF EACH PRIZE _____

RAFFLE LICENSE FEE

\$ 25.00 (Prizes or merchandise valued under \$25,000)

\$150.00 (Prizes or merchandise valued over \$25,000)

<p>FOR OFFICE USE ONLY</p> <p>License # _____</p> <p>Issued: _____ Expires: _____</p> <p>License Fee: \$ _____</p>

We hereby affirm:

- A. That the entire net proceeds of all raffles will be exclusively devoted to the lawful purpose of the organization.
- B. That the retail value of all prizes or merchandise in a single raffle will not exceed \$200,000 and the maximum retail value of each prize will not exceed \$100,000 in a single raffle.
- C. That the maximum price for each chance will not exceed \$500.00.
- D. The chances will be sold within a period not to exceed 180 days.
- E. That only bona fide members of the organization shall participate in the management or operation of raffles.
- F. That no person shall receive remuneration or profit for participating in the management or operation of a raffle.
- G. That no person under the age of 18 years will participate in conducting the raffle or will be present when winners are determined unless accompanied by a parent or guardian.
- H. That records of gross receipts, expenses and net proceeds will be segregated from other revenue and that the person who keeps such records shall not be the same person who accounts for other revenue of the organization.
- I. *That gross receipts, expenses and net proceeds will be reported to the membership of the organization and to the Urbana City Clerk at conclusion of raffles.
- J. That required records will be preserved for three (3) years after raffles and available for public inspection at reasonable times and places.
- K. All bills, billboards, placards or other advertisements will contain the name of the organization conducting raffles.
- L. All tickets or chances will contain the number of the license issued by the City.

We have read the foregoing, know the contents thereof and swear that the same is true.

Organization Officer

Subscribed and sworn before me this

_____ day of _____, 20____

Notary Public

Return application to: Urbana City Clerk 400 South Vine Street P.O. Box 219 Urbana, Illinois 61801
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*Each organization must report gross receipts, expenses, net proceeds and itemized distribution of net proceeds to its members and to the City of Urbana following determination of winning chances. The annual deadline to have all raffle reports from the previous year to the City of Urbana is March 15. The reporting form can be found on the City website: <https://www.urbanaininois.us/departments/city-clerks-office>