CITY OF CRYSTAL LAKE

Application:
License to Conduct a Raffle

Return Completed Form To:
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014
Attn: City Manager's Office

Enclosures:

- Letter filled out by the organization stating that the officers agree that the appointed raffle manager is acting on behalf of the club for the conduct of the raffle.
- If the raffle is taking place outside the organization's premises, a letter from the property owner stating that they are aware of the raffle and will not benefit from the proceeds.
- Completed, signed and notarized application.

Office Use Only
Date Received _____
PD Approved _____
CMO Approved: _____
License Number: _____

Please allow 10 business days for processing

License to Conduct a Raffle

Organization Information *must be a 501(c)3 for a minimum of 5 years*	
Name & Address of Organization	
Character of Organization & Date of Formation	
Officers Information	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
Raffle Manager Information *Must live in corporate City limits of Crystal Lake*	
First, Middle Initial, Last Name **I do not have a middle name** ☐	
Address	
DOB	
Phone Number	
E-mail	

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Raffle Information (Please attach additional pages if more space is needed)	
Date(s) of Raffle	**Date(s) of Ticket Sales**
Location where raffle/drawing will take place – Please include address.	**Proposed price for each ticket sold**
Total Number of Chances to be Sold	**Will chances be sold online?** ☐ Yes ☐ No

Type of raffle – Select multiple if needed. If 'Other', please explain.

☐ 50/50	☐ Table Raffle (Baskets, Buckets, etc.)	☐ Progressive (Queen of Hearts)	☐ Other _____

Objects to be raffled	
Maximum retail value of each prize(s)	**Total retail value of all prizes**

Attestations	**Agree (Initial below)**
Bond Waiver Request The City Manager or his/her designated representative is authorized to waive the requirement for a bond by including a waiver provision in the license issued, provided that by a unanimous vote of the members of the licensed organization such a waiver is requested. Such a request does not guarantee that a waiver will be granted by the City of Crystal Lake; however, your organization may request a waiver of the bonding requirements.	
I_____the designated raffle manager to hereby consent that I have not had a raffle license revoked by any governing body, nor been convicted of a felony and meet all of the requirements to act in the capacity of the raffle manager for_____ _____organization.	
We hereby attest that_____ organization is a bona fide religious, charitable, labor, fraternal, educational, or veteran organization which operates without profit to its members and which has been in existence continuously for a period of five (5) years immediately before making this application for a license, and which had during that entire five (5) year period had a bona fide membership engaged in carrying out its objectives as described on the attached raffle application.	
Pursuant to the City Code of the City of Crystal Lake, all raffle tickets, which are sold off the premised upon which the raffle is to be held must contain the license number issued by the City. If tickers are only sold the premises the day on which raffle drawing is held, the license issued by the City must be displayed. The applicant agrees to conform to all City code requirements. The applicant hereby agrees not to violate any of the laws of the State of Illinois or the United State, nor any ordinances of the City of Crystal Lake in the conduct of the raffle(s). Further, applicant agrees not to allow gambling devises or gambling on the premises where the raffle(s) will be held. Applicant agrees to maintain all financial records required by the Raffle Control Ordinance and to report monthly to its membership and to the City of Crystal Lake, its gross receipts, expenses, and net proceeds from raffles, and the distribution of net proceeds itemized as to payee, purpose, amount and date of payment.	

Notarized signatures needed on last page.

Please allow 10 business days for processing

President

Printed: _____ Signed: _____

Date:_____

Sworn and subscribed before me this: _____ (day) of _____, _____

Notary: _____ (Seal)

Secretary

Printed: _____ Signed: _____

Date: _____

Sworn and subscribed before me this: _____ (day) of _____, _____

Notary: _____ (Seal)

Raffle Manager

Printed: _____ Signed: _____

Date:_____

Sworn and subscribed before me this: _____ (day) of _____, _____

Notary: _____ (Seal)

Please allow 10 business days for processing