

**CITY OF JAMESTOWN  
102 3RD AVENUE SE  
JAMESTOWN, NORTH DAKOTA 58401  
TELEPHONE 701-252-5900**

**RAFFLE APPLICANTS**

**NOTE: RAFFLE DRAWINGS MUST BE HELD WITHIN CITY LIMITS**

**IF THE APPLICANT/ORGANIZATION HAS NOT BEEN RECOGNIZED/APPROVED BY CITY COUNCIL:**

1. The applicant/organization must initially be recognized by the City Council. Please allow time in the application process for the Finance and Legal Committee to review the Raffle Application. The Committee will recommend/not recommend the Raffle Application to be approved at the City Council Meeting which meets the first Monday of each month at 5:00 PM.
2. Return the completed application form with the required permit fee to the City of Jamestown at the above address no later than one week prior to the Finance and Legal Committee meeting which meets the 3rd Tuesday of every month at 4:00 PM.
3. The City advises applicants to have a representative at the Finance and Legal Committee meeting to answer any questions to avoid delays in the process.

**IF THE APPLICANT/ORGANIZATION HAS BEEN RECOGNIZED/APPROVED BY CITY COUNCIL:**

1. Return the completed application with the required permit fee to the City of Jamestown at the above address.

**INFORMATIONAL:**

1. Raffle Permits **CANNOT** be issued the day of or after the event has occurred.
2. The dates authorized on the permit must only be the actual dates of the event(s) and **cannot include the dates the organization is selling raffle tickets.**
3. Date Change Request - If the organization hasn't sold any tickets, the City needs to file another permit with the new date. If they have sold tickets already they need to contact the Attorney General's office.
4. When an organization completes the application for a site location that already has a licensed organization conducting games of chance:
  - a) The permitted organization should contact the licensed organization to make them aware of the event being held at their location. The permitted organization must obtain written consent or email from the licensed organization prior to approval of the permit.
  - b) If the activity will be conducted at the site where there is a licensed organization, the gaming must be suspended all day, unless:
    - The game type is for a raffle, then gaming only needs to be suspended during the raffle drawing; or
    - When the area for the raffle is physically separated from the area where games are conducted by the licensed organization then the gaming does not need to be suspended such as a separate conference room. Written confirmation to be submitted to the City of Jamestown by the licensed organization.

**RAFFLE PERMIT FEE:**  
\$25.00

**CITY OF JAMESTOWN**  
102 3RD AVENUE SE  
JAMESTOWN, ND 58401  
TELEPHONE: (701) 252-5900

WITHIN 30 DAYS AFTER RESTRICTED  
EVENT PERMIT EVENT ORGANIZATION  
MUST SUBMIT A REPORT TO STATE

Applying for (check one)							
<input type="checkbox"/> Local Permit				<input type="checkbox"/> Restricted Event Permit*			
Games to be conducted		<input type="checkbox"/> Raffle by a Political or Legislative District Party					
<input type="checkbox"/> Bingo	<input type="checkbox"/> Raffle	<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle	<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*	<input type="checkbox"/> Twenty-One	<input type="checkbox"/> Paddlewheels*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.  
**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group		Dates of Activity (Does not include dates for the sales of tickets)			
Organization or Group Contact Person		E-mail		Telephone Number	
Business Address		City		State	ZIP Code
Mailing Address (if different)		City		State	ZIP Code

**SITE INFO**

Site Name			County		
Site Physical Address			City		State ZIP Code
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)					

**PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)**

Game Type	Description of Prize	Exact Retail Value of Prize
Total (limit \$40,000 per year)		\$

Intended Uses of Gaming Proceeds	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the organization or group received a local permit from a city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)	
<input type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name	Title	Telephone Number	E-mail Address
Signature of Organization or Group's Top Official		Title	Date

**Information required to be preprinted on a standard raffle ticket:**

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

**PRIZE RESTRICTIONS:**

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

**LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:**

	<b>Local Permit</b>	<b>Restricted Event Permit</b>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.