

# **Moultonborough, NH - Administrative Regulations**

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Effective Date: November 4, 2015

Regulation No: 9

Revision Date: N/A

Approved By: Walter P. Johnson

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Subject: Conducting Raffles Within the Town of Moultonborough

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## **I. SCOPE**

To create a uniform procedure to process, approve/deny requests of non-profit charitable organizations to conduct a raffle within the Town limits as authorized by RSA 287-A, and to promote the purpose for which it was organized in the manner provided by this Administrative Regulation.

## **II. POLICY**

The Town's policy is that all raffles by non-profit charitable organizations may be conducted within the limit of the Town of Moultonborough only after receipt of a permit issued by the Office of the Town Administrator as authorized by the Board of Selectmen.

## **III. PROCEDURE**

1. There shall be no fee charged for a Raffle Permit by the Town of Moultonborough.
2. Requests for a raffle permit shall be made on the Town's Raffle Permit Application (see Attachment A) and submitted to the Town Administrator or his/her designee at least two weeks in advance of the proposed raffle.
3. Each permit issued shall be kept on the premises where the raffle will be conducted and shall be available for inspection at all times while raffle activity is being conducted, by official agents of the Town of Moultonborough, including, but not limited to the Chief of Police or his/her authorized representatives. Each applicant must be a "charitable organization" as defined by N.H. RSA 287-A.
4. A permit issued pursuant to these rules and regulations by the Town of Moultonborough shall not be transferable.
5. All information on raffle tickets must comply with the provisions of RSA 287-A:3. (All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation.)
6. The sale or distribution of raffle tickets must comply with the provisions of RSA 287-A:4. (Raffle tickets shall be sold only to persons sixteen (16) years of age or over and no raffle tickets shall be sold by persons other than members of the charitable organization or such person or persons as

- may be designated by the organization and who shall receive no financial remuneration.)
7. The Town of Moultonborough may revoke a permit issued under these rules and regulations at any time due to a violation of these rules and regulations or state law or if it is discovered that any false information was submitted as part of the application process. Appeal of a revocation may be made in writing to the Board of Selectmen whose decision shall be final.
  8. Operating a raffle in the Town of Moultonborough without a valid permit may result in prosecution by the Moultonborough Police Department.

IV. EXCEPTIONS: None.

  
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Walter P. Johnson  
Town Administrator



**TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE**

ATTACHMENT A

**NOTICE: Application Must be Filled Out Completely to be Processed**

1. Name and address of the organization: \_\_\_\_\_  
\_\_\_\_\_
2. Name, address and capacity of the person requesting the permit: \_\_\_\_\_  
\_\_\_\_\_
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes \_\_\_\_\_ No \_\_\_\_\_
4. Date of organization: \_\_\_\_\_
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes \_\_\_\_\_ No \_\_\_\_\_
6. The organization was registered on \_\_\_\_\_
7. The organization's IRS non-profit Federal ID number: \_\_\_\_\_
8. Names and address of the organization's principal officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Location, date and time where the raffle is to be conducted: \_\_\_\_\_  
\_\_\_\_\_
10. Name and address of the owner of the property where the raffle is to be conducted: \_\_\_\_\_  
\_\_\_\_\_
12. A sample of the raffle ticket must be submitted for review. Yes \_\_\_\_\_ No \_\_\_\_\_
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough: \_\_\_\_\_  
\_\_\_\_\_

The applicant hereby swears and takes oath that the information contained in this application is true and accurate and acknowledges having received and read a copy of the rules and regulations of the Town of Moultonborough and agrees to abide by the provisions thereof in all respects.

Dated: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

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

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police