



APPLICATION FOR A LICENSE TO CONDUCT A RAFFLE

In accordance with the requirements of Village Ordinance No. 95-58, an ordinance providing for the licensing of raffles, the following policy has been instituted.

1. A license is required to hold a raffle in the Village of Westmont.
2. Licenses shall only be issued to bona fide religious, charitable, labor, business, fraternal, educational or veterans' organizations that operate without profit to their membership which have been in existence continuously for a period of 5 years immediately before making application for a license; and/or a non-profit fundraising organization that is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.
3. There is no fee required to obtain a raffle license.
4. Each license is issued on a calendar year basis and will expire on December 31 of the year it is issued, or on the date specified in your application.
5. Applicant shall fill out the attached application for a License to conduct a raffle and return it to the ***Village Clerk's Office at 31 W. Quincy Street, Westmont, IL 60559-1897*** for processing at least 14 days prior to the event.
6. To avoid delays, the application should be filled out completely. The Non-Profit Certificate should be filled out and notarized. Please include the title of the person filing the application.
7. The application will be submitted by the Clerk's Office to the Mayor or his designated representative for approval.
8. After your application is approved, the Clerk's office will issue the Raffle License.
9. It is the responsibility of each organization to make sure that their raffle license is renewed in a timely manner.
10. Please call 630/981-6220 if you have any questions or require Additional information.
11. Illinois state statute, *230 ILCS 15/4(4)*, states that a licensee may only rent a premises on which to conduct a raffle from an organization which is also licensed under this Act. If your organization rents space for a fee from Oak Brook Hills Hotel or any other for-profit organization or company in order to conduct a raffle, the Village cannot issue you a raffle license.
12. However, if your organization is provided space for no charge from Oak Brook Hills Hotel or any other for-profit organization or company in order to conduct a raffle, the Village will issue you a raffle license if you otherwise comply with our licensing requirements. Legal counsel for the Village is of the opinion that if there is no "rent" or "charge" for space for a raffle, that there is no violation of the state statute. ***The village does require a statement, on your organization's letterhead, be attached to the application stating that no lease or room fee is being paid.***



VILLAGE OF WESTMONT
VILLAGE CLERK'S OFFICE
31 W. QUINCY ST.
WESTMONT, IL 60559-1897

Name of Organization: _____

Address: _____

Phone No.: _____ E-mail: _____

Date of Incorporation: _____

Object for which corporation or organization was
formed: _____

Applicant's
Name: _____

Address: _____

Phone No. _____ E-mail: _____

Are you 18 years of age or older: ☐ Yes ☐ No

Area(s) within the Village of Westmont in which raffle chances will be sold or issued:

Time period during which raffle chances will be sold or issued:

Date, time, and location at which winning chances will be determined:

Aggregate retail value of prizes: _____

Greatest retail value of any single prize: _____

Price of each raffle chance: _____



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Non-profit Certification

The applicant is required to file a notarized certificate attesting to the non-profit character of the licensed organization, on the form attached hereto, which certificate must be executed by the presiding officer and secretary of the organization.

Law Enforcement Certification

By execution of this application, applicant certifies that he (she) has not been convicted of any felony, is not and has never been a professional gambler or gambling promoter, is of good moral character, and is not disqualified to receive a license by reason of any matter or thing contained in this ordinance, other ordinances of the Village, laws of the State of Illinois, or of the United States of America, and that no person who has a proprietary, equitable or credit interest, or who is an officer, director or employee in the corporation or organization, or who will participate in the management or operation of the licensed raffle is disqualified by any of the factors enumerated above.

Previous License History

Has applicant ever had a previous raffle license issued by the State, any municipality or the Federal government revoked? ☐ Yes ☐ No

If yes, please
explain: _____

Legal Conformance Certification

By execution of this application, applicant hereby agrees not to violate any of the laws of the State of Illinois or of the United States or any ordinance of the Village in the conduct of the raffle, including Article X of Chapter 16 of the Village Code governing the licensing of raffles.

Non-Gambling Certification

By execution of this application, applicant agrees not to allow gambling devices or gambling on the premises where the raffles drawing will be held.

Date: _____

Signature of Applicant or Authorized Representative

Title

Subscribed and sworn to before me
This ____ day of ____, 20____

Notary Public



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NON-PROFIT CERTIFICATE

It is hereby certified and attested by the presiding officer and secretary of _____(name of organization), that it is a non-profit organization, organized and conducted on a not-for profit basis, with no personal profit incurring to anyone as a result of the operation.

Presiding Officer

Attest: _____
Secretary

Subscribed and sworn to before me
This _____day of _____, 20____

Notary Public