



Office of the Town Clerk

Town of North Brookfield

215 North Main St., North Brookfield, MA 01535

townclerk@northbrookfield.net

Raffle and Bazaar Permit Instructions

Attached please find the forms necessary to apply for a Permit to Conduct Raffles and or Bazaars in the Town of North Brookfield. Once your paperwork is submitted, it will take approximately 3 to 4 weeks to process. Please plan accordingly. Once issued, your permit will be good for one year from the date of issue.

Step 1: Before completing your application for a permit to hold a raffle or bazaar, please take a few minutes to read the attached Massachusetts Attorney General's Advisory on Raffle/Bazaar/Poker tournament rules and regulations. Please keep these for your records.

Step 2: Complete the *Application for Permit to Conduct Raffles and Bazaars*, please be sure to have an original signature on the document.

Step 3: Complete the appropriate sections of the *Notice of Issuance of: Raffle and/or Bazaar License Town or Town* and sign the back.

Step 4: Send or deliver the copies of the application, the Notice of Issuance form, proof of your organization's non-profit status, and a check made out to the Town of North Brookfield for \$10.00 to the Town Clerk's Office at the address below:

Town Clerk
215 North Main St
North Brookfield, MA 01535

Once all of the necessary information has been submitted, your application will be reviewed and a permit may be issued.

Before your permit expires: Please complete the enclosed Annual Report and submit two (2) copies to the Town Clerk's Office within thirty (30) days of the expiration of your permit.

If you have any questions, please feel free to call me at the number listed above. Thank

you,

Tara M Hayes
Town Clerk's Office



The Commonwealth of Massachusetts
TOWN OF NORTH BROOKFIELD

FEE: \$10.00

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS

(C. 810, ACTS of 1969)

Name and Address of Non-profit Organization:

Location Where Event is to be Held (be specific):

Date of Application: _____

Date of Event: _____

Evidence of Qualification for Permit: (check all that apply)

- ☐ (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- ☐ (b) Church or religious organization; or,
- ☐ (c) Fraternal or charitable organization; or,
- ☐ (d) Educational or charitable organization; or,
- ☐ (e) Civic or service club or organization; or,
- ☐ (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Number of Games and Their Description:

Officers or Members of Organization Responsible for Operation of Raffle or Bazaar:

NAME

RESIDENCE ADDRESS

PHONE NUMBER

(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

Uses to which net proceeds will be applied: _____

Signature of authorized officer or member of organization

(FOR OFFICE USE ONLY)

Application certified to be in conformity with C. 810, Acts of 1969

Town Clerk

PERMIT (ISSUED) (DENIED)

Town Clerk

Date

The applicant (IS) (IS NOT) qualified to operate raffles and bazaars under the provisions of C. 810, Acts of 1969.

Chief of Police

Date

☐ Police Detail Required

