



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

OFFICE OF THE TOWN CLERK

Dorothy A. Powers
Town Clerk

PROCEDURES FOR OBTAINING A RAFFLE PERMIT

A Raffle Permit is valid for one year from the date of issue. In all cases (except for a first-time applicant) a Financial report for the previous year must be submitted to the Town Clerk's office before any renewal can be issued (*Form 812*).

Organizations applying for the first time must have been organized and actively functioning as a non-profit organization in the Commonwealth of Massachusetts for not less than two years prior to applying.

All funds derived from any raffle or bazaar must be used exclusively for the purpose stated on the application.

The Applicant must complete and submit the following forms:

- 4 copies of the Raffle Application for permit to conduct Raffles and Bazaars (*Form 810*)
- 2 Copies of the Annual (*Financial*) Report if this is not your first permit (*Form 812*)
- 1 copy of Notice of Issuance of a Raffle and/or Bazaar License (*Form RBL*)
- Raffle and/or Bazaar questionnaire

The fee for a Raffle and/or Bazaar Permit is \$10 which can be paid with cash, check or credit card.

Once all forms are complete, the Police Chief and The Town Clerk will approve the permit provided all criteria is met, and the permit will be processed.

If an organization has held a permit for a given year and does not intend to renew it, a financial report must still be filed within 30 days after the expiration of the permit.