

INSTRUCTIONS TO COMPLETE A BAZAAR APPLICATION

Please complete each section on the Application for a Permit to Conduct a Bazaar form, and the Statement of Active Members form. Please keep in mind that a bazaar event only encompasses games of chance and not games of skill.

APPLICATION FOR A PERMIT TO CONDUCT A BAZAAR (CGR-1)

1. If the organization has a determination letter from the IRS confirming the organization's exempt status, please include a copy.
2. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
3. Provide a complete mailing address (number, street, city/town, state, zip) of the sponsoring organization.
4. Provide a telephone number and email address.
5. Provide the name, telephone number, and email address of the contact person for this application.
6. Choose one of the seven (7) categories that applies to your organization.
7. Give the complete name, date of birth (month, day, year) and telephone number for each of the three Designated Active Members
Note: The three Designated Active Members MUST be residents of the State of Connecticut and at least eighteen years of age.
8. Provide the title, complete name (first, middle, last), complete home address (number, street, city/town, state, zip) and a complete date of birth (month, day, year) for the officer of the sponsoring organization.
9. Provide the date(s) (month, day, year), along with the commencing time and terminating time (including a.m. or p.m.), for each day the bazaar is to be conducted.
10. Provide a complete address of the place where the bazaar is to be held (name of place, number, street, city/town, state, zip).
11. Please check the types and number of games to be operated.
12. Provide the registered dealer information if applicable.
13. Provide all of the expenses directly incurred for the bazaar activity including permit fees and coupon ticket purchases etc. and the names and addresses to whom they were paid.
14. Provide all the merchandise information that will be awarded for the bazaar activity including the names and addresses of the persons/organizations from whom the items were purchased or donated.
Note: If an item is donated then the "Retail Value" must be completed.
If the item is purchased then the "Amt. Paid by Org." must be completed.
If an item is purchased at a reduced price, complete the "Amt. Paid by Org."
15. Provide the specific purpose of the entire net proceeds.
16. The ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.
Note: Only the individual listed on the front of this application is recognized as an officer and may sign as the ranking officer.

STATEMENT OF ACTIVE MEMBERS

1. The three Designated Active Members listed on the bazaar application must read the information provided on the Statement of Active Members application, print their names in the designated areas and affix their signatures to the form.

ALLOWABLE BAZAAR PRIZES

All prizes given at a bazaar shall be ***merchandise**. There is an exception, however, which provides for cash awards for **only** two specific types of bazaar games, which are the “fifty-fifty” coupon game and the blower ball cash game. Any organization conducting a bazaar may operate three “fifty-fifty” coupon drawings each day of a permitted bazaar event and must award cash prizes of fifty percent of “fifty-fifty” coupon game sales for each coupon drawing conducted. Blower ball games were already approved for use with merchandise prize awards; however, the law now allows for cash prizes up to \$50.00 each to be awarded, as well. These are the only exceptions that have been made with respect to the type of prizes that may be awarded at a bazaar. Therefore, any qualifying organization that has obtained a bazaar permit **may only award merchandise prizes for every other permissible bazaar game.**

*Merchandise includes gift certificates. Gift certificates must be a value redeemed at a business ie: \$50.00 gift certificate redeemable at Kohl’s. It **cannot** be a certificate for a specific service or item such as a haircut or ice-cream cone.