



NEW HAMPSHIRE
LOTTERY COMMISSION

Investigation & Compliance Division

COMMERCIAL HALL APPLICATION

OFFICIAL USE ONLY

Receipt #: _____

License #: _____

Date: _____

1. BUSINESS INFORMATION

Business Name:

Name of Commercial Hall (d/b/a):

Hall's Mailing Address:

Street/PO Box

City/Town

State

Zip

Hall's Physical Location:

Street

City/Town

State

Zip

Hall's Phone Number:

Web Address:

Does this business own, lease, or otherwise control the property where games will be held?

Owns

Leases

Otherwise Controls (*explain*) _____

2. PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Owner's Mailing Address:

Street/PO Box

City/Town

State

Zip

Owner's Phone Number:

Owner's Email:

Is the owner of the property the same individual/entity operating the commercial hall?

Yes

No

3. MANAGEMENT INFORMATION

Name of Hall Manager:

Manager's Legal Address:

Street

City/Town

State

Zip

Manager's Phone Number:

Manager's Email:

4. ATTESTATION

I hereby certify that I am an official of the Commercial Hall authorized to sign and submit this application. I further certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this form and on any of the supporting documentation submitted with this application is true, accurate and complete, and that there are no willful misrepresentations in, or falsifications of the information provided herein. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a gaming license.

*Signature of Authorized Official**

Printed Name

Date

* Proof of authority to sign and submit this application may be required.

INSTRUCTIONS FOR COMPLETING A COMMERCIAL HALL APPLICATION

A. LICENSING FEE

Submit the following payment with the application:

- Payment of a \$250.00 license fee.

Checks and/or money orders must be made payable to “NH LOTTERY COMMISSION”.

B. SUPPORTING DOCUMENTATION

Submit the following supporting documentation with the application:

- Copies of all rental agreements between the commercial hall and charitable organizations playing at the commercial hall.
- When the applicant is **not** the property owner, submit a copy of the lease agreement between the property owner and the individual/entity operating the commercial hall that clearly indicates the following:
 1. The applicant has control of the property;
 2. The “USE OF PREMISE” states that the location will be used for charitable gaming purposes; and
 3. Lease term that does not expire during the next license period.

C. SUBMITTING THE APPLICATION

This application must be received by the New Hampshire Lottery Commission at least 60-days to the expiration of the new or current license.

Submit the completed application, license fee, and supporting documentation to:

NEW HAMPSHIRE LOTTERY COMMISSION
ATTN: INVESTIGATION & COMPLIANCE DIVISION
14 INTEGRA DR, CONCORD, NH 03301

Incomplete or incorrect applications **will be returned** to the applicant. This **will delay** the issuance of a license.

If any information provided on or with the application changes or is found to be inaccurate, the applicant must submit updated or corrected information to the NH Lottery’s Investigation & Compliance Division within 10 days of the event that resulted in the change, or discovery of the inaccuracy.

D. QUESTIONS OR CONCERNS

Questions in regards to this application? Contact the NH Lottery Investigation & Compliance Division by phone at (603) 271-7613 or by email at licensing@lottery.nh.gov **OR** visit our website at www.racing.nh.gov.