
FAQ – Meetings in Private Residence

A Meeting in a Private Residence is an assembly of VIEW members who are involved in one or more of the following:

- Conducting VIEW Club Committee Meeting
- Hosting a Fundraising Event/Activity
- Holding a Craft Group – eg sewing library bags or knitting reading rugs or members engaged in activities for future fundraising events/activities such as Bow making and box wrapping prior to Christmas wrapping activities.

Our Club Committee meeting is to be held in a member's home, is this allowable?

Yes, you can hold Club Committee meeting at a member's home. If a Club Committee is going to hold a one off or regular meeting at a member's home the Personal Residence Event Form (<http://view.org.au/resources/forms/>) needs to be completed in conjunction with notifying National Office that Club Committee meetings will be held at a private residence/s.

Our Club would like to hold a Fundraising event at a member's home. Is this covered by VIEW insurance?

Yes, fund raising events are covered by VIEW insurance (subject to its terms and conditions). A Personal Residence Event Form (<http://view.org.au/resources/forms/>) needs to be completed in conjunction with the Event form. Both forms need to be forward, together, to National Office (view@thesmithfamily.com.au) a minimum of one month prior to event.

Our club would like to hold a social event at a member's home, is this possible?

Yes, there is nothing stopping a VIEW Club from holding a social event at a member's home, however, depending on the nature of this event it may not be covered by VIEW insurance.

What do I have to do to make sure our VIEW event/meeting in a Private Residence is covered by VIEW insurance?

You need to complete and forward to National Office (view@thesmithfamily.com.au) a Personal Residence Event Form located at <http://view.org.au/resources/forms/> a minimum of one month prior to event.

Do I need to have Home Owner's Insurance to hold an event in my home?

Public Liability insurance is provided by VIEW in respect of official VIEW meetings, or approved social events that are arranged for the purpose of VIEW fundraising, conducted in members' homes.

Essentially, if a claim arises out of VIEW meeting/social fundraising event activity then Public Liability cover will be provided under the VIEW insurance (subject to the policy terms and conditions).

Homeowners should be mindful that as the owner of the property being used they may carry a personal liability in some cases.

Members should be mindful that any additional activities that fall outside of these meetings or events will not be covered by VIEW insurance, including non-VIEW activities at the premises

before or after. It is VIEW's strong recommendation that any homeowner purchases Home Owner's Insurance including Public Liability.

If hosting events you may wish to consider contacting your own personal Home and Contents Insurer to check any restrictions on your own personal insurance policy.

A VIEW event was held at my home and a member/visitor fell and injured themselves. What do I need to do?

An Accident & Incident Report (<http://view.org.au/resources/forms/>) needs to be completed and forwarded to National Office in the first instance. National Office will review and if appropriate will assist to engage insurers.

This FAQ has been put together as a reference document for the benefit of VIEW members. The information contained in the FAQ is general in nature. All insurance policies have limits, terms, conditions and exclusions that affect how coverage applies. Any potential insurance claim will be subject to the relevant insurance policy's terms and conditions.

Personal Residence Event Form

VIEW Club _____ **Area/Zone** _____

Meeting details:

- Meeting Type
- Club Committee Club Meeting Fundraising
 Morn/Aft Tea Craft Group

Other (Please specify) _____

Date of Event _____

Home Address
where event held _____

Owner's Name _____

COMMENTS	
All Trips Hazards identified and/or removed:	
• Rugs/Mats	
• Loose/free wires/cords	
• Any stairs to be used have secure handrails	
Clearly identified and/or visible	
• Walkways/Pathways/Driveways including lighting	
• Steps - Chipped/broken/loose	
• Doors incl sliding glass doors	
• Windows	
• Slippery Floors	
• Furniture – low tables, folding chairs	
• Removal of obstacles, such as rubbish bins, hose reels, gardening equipment and waste materials, etc.	

Important notes:

- Insurance Coverage will only relate to the VIEW Club meetings/activities/events. Insurance cover will not extend to non-VIEW activities eg does not cover after meeting lunch, Afternoon tea etc, unless this activity is arranged by VIEW for the purposes of fundraising.
- The above insurance coverage only applies where an Event & Personal Residence Event form has been completed prior to this in home meeting/event/activity.

- All VIEW Club members are reminded that they have a responsibility to ensure that any alcohol is served responsibly and that the consumption of alcohol is appropriate to the type of event being held.

Completed By _____ Date _____