



# VIEW EVENT/ INSURANCE IN RESIDENCE FORM

Please complete Section A for any upcoming events. Complete Section B only if planning an event in a private home. If possible please complete and email this form to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) one month prior to your event. Please note if you are planning multiple events in your home throughout the year you need only complete one form and provide the proposed/expected dates.

## Section A: Event Details (All events)

Event Host (eg Club, Zone/Nat Clr)	Click here to enter text.
Host Contact Details	Click here to enter text.
Venue/Location (If in personal residence, Section B needs to be completed)	Click here to enter text.
Date or Projected Date/s of Event/s	Click here to enter text.
Special Guest/s & Speaker/s	Click here to enter text.
Estimated Number of attendees:	
Your club	Click here to enter text.
Other clubs	Click here to enter text.
Non Members	Click here to enter text.

## Section B: Insurance in Residence

### Meeting Type

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Club Committee | <input type="checkbox"/> Fundraising  | <input type="checkbox"/> Craft Group            |
| <input type="checkbox"/> Club Meeting   | <input type="checkbox"/> Morn/Aft Tea | <input type="checkbox"/> Other (Please specify) |
- Click here to enter text.

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

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 responsibly 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  
Home Owner

[Click here to enter text.](#)

Date

[Click to enter a date.](#)