

## 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 meetings at a member's home the VIEW Event/Insurance in Residence 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 the terms and conditions of the policy). A VIEW Event/Insurance in Residence Form (<http://view.org.au/resources/forms/>) should be completed and forwarded to National Office ([view@thesmithfamily.com.au](mailto: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](mailto:view@thesmithfamily.com.au)) a VIEW Event/Insurance in Residence form located at <http://view.org.au/resources/forms/> a minimum of one month prior to event.

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 in some cases carry a personal liability.

Members should be mindful that any additional activities falling outside of these meetings or events will not be covered by VIEW insurance, including non-VIEW activities at the premises occurring before or after. *We recommend VIEW members who are considering hosting an event in their home, review their insurance arrangements prior to holding the event, in order to check any restrictions which may apply under their household insurance policy.*

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

In the first instance, an Accident & Incident Report (<http://view.org.au/resources/forms/>) needs to be completed and forwarded to National Office. National Office will then review and if appropriate 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.*