# 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** 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)

Host Contact Details

Venue/Location
(If in personal residence, Section B needs to be completed)

Date or Projected Date/s of Event/s

Special Guest/s & Speaker/s

Estimated Number of attendees:
Your club          Other clubs          Non Members

## *Section B: Insurance in Residence*

<u>Meeting Type</u>

☐ Club Committee      ☐ Fundraising      ☐ Craft Group

☐ Club Meeting      ☐ Morn/Aft Tea      ☐ Other (Please specify)

Click here to enter text.

| COMMENTS | | |
|---|---|---|
| All Trips Hazards identified and/or removed: | | |
| Rugs/Mats | ☐ | |
| Loose/free wires/cords | ☐ | |
| Any stairs to be used have secure handrails | ☐ | |
| | | |
| 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 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                                         Date
Home Owner

_____              _____