



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

Meeting Type

Club Committee

Fundraising

Craft Group

Club Meeting

Morn/Aft Tea

Other (Please specify)

[Click here to enter text.](#)

Section B: Insurance in Residence

COMMENTS		
All Trips Hazards identified and/or removed:		
Rugs/Mats	<input type="checkbox"/>	
Loose/free wires/cords	<input type="checkbox"/>	
Any stairs to be used have secure handrails	<input type="checkbox"/>	
Walkways/Pathways/Driveways including lighting	<input type="checkbox"/>	
Steps - Chipped/broken/loose	<input type="checkbox"/>	
Doors incl sliding glass doors	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	
Slippery Floors	<input type="checkbox"/>	
Furniture – low tables, folding chairs	<input type="checkbox"/>	

Removal of obstacles, such as rubbish bins, hose reels, gardening equipment and waste materials, etc.	<input type="checkbox"/>	
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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

Date
