



# VIEW EVENT/ACTIVITIES FORM

Complete **Section A** for all upcoming events/activities.

Complete **Section B** ONLY if planning an event in a private home.

Email this form to **view@thesmithfamily.com.au / pat.mcrae@bigpond.com** one month prior to your event/activity. Complete only one form annually when multiple events are planned in your home – including all proposed dates.

**Club** \_\_\_\_\_

**Section A: Event Details (All events)**

Host Contact Details \_\_\_\_\_

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Event/Activity \_\_\_\_\_

Address \_\_\_\_\_

Date/s (do not use dates as 2<sup>nd</sup> Tues) \_\_\_\_\_

Time \_\_\_\_\_

Estimated Number of attendees:

Your club \_\_\_\_\_

Other clubs \_\_\_\_\_

Non

Members \_\_\_\_\_

Meeting Type

Club Committee

Fundraising

Excursion

Hobby/Craft Groups

Lunch/Morn/Aft Tea

Other (Please specify) \_\_\_\_\_

**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"/>	
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"/>	

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

\_\_\_\_\_