



VIEW Event & Personal Residence Event 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 one month prior to your event/activity. Complete only one form annually when multiple events are planned in your home – include all proposed dates.

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 responsibility to ensure that any alcohol is served responsibly, and that the consumption of alcohol is appropriate to the type of event being held.

Club

Section A: Event Details (All events)

Event/Activity

Address

Date/s (do not use dates as 2nd 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

Host Contact Details

Name

Email Address

Phone

COMMENTS

All Trips Hazards identified and/or removed: (please ensure you complete in full)

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"/>	

Completed By:

- Home Owner
- Program Officer
- Other

Date