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| V:\Promotional\Logos\VIEW New Logo CD\Standard Versions\BW_Mono\VIEW_Master_logos\VIEW_MONO_BW.jpg | 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](mailto:view@thesmithfamily.com.au) / [***elizabeth.birch20@outlook.com***](mailto:elizabeth.birch20@outlook.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 | Click here to enter text. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Host Contact Details | Click here to enter text. | | |
| Name | Click here to enter text. | | |
| Email Address | Click here to enter text. | Phone | Click here to enter text. |

|  |  |
| --- | --- |
| Event/Activity | Click here to enter text. |
| Address | Click here to enter text. |
| Date/s (do not use dates as 2nd Tues) | Add All event date/s here. |
| Time | Click here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Estimated Number of attendees: | | | | | |
| Your club | Click here to enter text. | Other clubs | Click here to enter text. | Non Members | Click here to enter text. |

Meeting Type

Club Committee

Hobby/Craft Groups Fundraising

Lunch/Morn/Aft TeaExcursion

Other (Please specify)

Click here to enter text.

## Section B: Insurance in Residence

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|  | **COMMENTS** | |
| All Trips Hazards identified and/or removed: | | |
| Rugs/Mats |  | Click here to enter text. |
| Loose/free wires/cords |  | Click here to enter text. |
| Any stairs to be used have secure handrails |  | Click here to enter text. |
| Walkways/Pathways/Driveways including lighting |  | Click here to enter text. |
| Steps - Chipped/broken/loose |  | Click here to enter text. |
| Doors incl sliding glass doors |  | Click here to enter text. |
| Slippery Floors |  | Click here to enter text. |
| Furniture – low tables, folding chairs |  | Click here to enter text. |
| Removal of obstacles, such as rubbish bins, hose reels, gardening equipment and waste materials, etc. |  | Click here to enter text. |

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.

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| Completed By  Home Owner | Type name here | Date | Click to enter a date. |