



Green Lane Masjid & Community Centre (GLMCC) speakers and training request terms and conditions

**Venue and attendance:**

A suitable venue for the lecture / course should be selected with suitable audio and visual systems. All GLMCC events are open to men and women and suitable arrangements should be made to facilitate this.

**Audio and video recording:**

If the inviting organisation is recording the event, GLMCC will be eligible to have an unedited copy of the recording which GLMCC reserve the right to edit and use for future dawah activities. If the inviting organisation is not recording the event, GLMCC reserve the right to record the event.

**Event communication and marketing:**

Ensuring the communication and marketing of the event is the responsibility of the inviting organisation. A soft copy of the poster/flyer and or other marketing collateral should be sent to GLMCC prior sending to print/publishing. The event marketing should feature the GLMCC logo (Download the logo [here](#)) and website link 'www.greenlanemasji.org'. GLMCC will not promote any event via their website/social media without prior written agreement.

**Travel and accommodation:**

All travel and lodging expenses incurred by GLMCC en route to the event must be paid for by the inviting organisation. This can include but is not limited to airfare, car rental, diesel/petrol etc.

Should the estimated distance exceed 100 miles, provision should be made for overnight stay at a hotel.

In case of car travel, such costs are calculated on the basis of estimated miles travelled from GLMCC head office or the host's residence as appropriate, to the address provided by the inviting organisation. Each mile travelled will be charged at £0.35.

**Car parking facilities:**

The inviting organisation is responsible for arranging suitable parking facilities for the Speaker. If parking is not available, any costs incurred will be covered by the inviting organisation.

**GLMCC presentation:**

If applicable, the speaker will be given adequate time by the inviting organisation to present the work GLMCC does

**Speaker:**

GLMCC reserve the right to recommend an alternative speaker for the booking requested, based on the speaker's expertise in that area/topic.

**Unforeseen circumstances:**

After your request has been confirmed by GLMCC, if GLMCC faces any emergency or unforeseen circumstances, a full refund of all money paid can be offered upon request. In this unlikely situation, GLMCC will endeavour to find a replacement speaker.

**Cancelling or changing your confirmed request:**

If the inviting organisation happens to make changes to the event time, location or date, this may invalidate the request. Any changes must be agreed with GLMCC in writing. The inviting organisation must notify GLMCC immediately if the event has been cancelled and will be liable for any accommodation or travel arrangements made before.

*GLMCC is happy to negotiate terms and conditions upon written request to [bookings@greenlanemasjid.org](mailto:bookings@greenlanemasjid.org)*