**SPEAKER ENGAGEMENT FORM**

The information given on this form will be treated in the strictest confidence. Please complete in BLOCK CAPITALS using black ink.

**SECTION 1: DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
| Position/Role |  |
| Address |  |
| Tel/Mobile |  |
| Email |  |
| Islamic School of Thought |  |

**SECTION 2: ORGANISATION DETAILS** (if applicable)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Tel |  |
| Email |  |
| Website |  |
| Charity Reg. No |  |

**SECTION 3: AFFILIATIONS WITH OTHER ORGANISATIONS** (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation 1 |  | Position/Role |  |
| Organisation 2 |  | Position/Role |  |
| Organisation 3 |  | Position/Role |  |

**SECTION 4: DECLARATION**

|  |
| --- |
| I, the undersigned, declare that the information given on this form is correct to the best of my knowledge and I agree to adhere to Wembley Central Masjid’s Speakers Policy:  **SPEAKERS POLICY**   1. All speaking engagements including announcements, lectures, Friday sermons, general sermons, and the venue (e.g. main prayer hall, middle hall, class rooms etc.) must be preauthorised by the member of the Masjid Management Committee in conjunction with help of Imam. 2. If the lecture or sermon is to be held in the main prayer hall, a **minimum of 5 to 10 minutes** must be allowed for the worshippers to complete their Sunnah prayers and supplications before starting the lecture or sermon. 3. The length of the lecture or sermon and the duration of stay in the masjid must be declared in advance. 4. **Political and politically influenced sermon or talk to an individual or groups that can be perceived as hate mongering or statements that can be interpreted as inciting of violence, etc. against anyone local or foreign, are absolutely forbidden in the masjid.** 5. All Sermons/ Events at the Mosque must comply with the universal Islamic values of respect for all humanity, peace, love and brotherhood. The Mosque will not tolerate extremist views of any kind, nor be used as a platform to breach or promote any aspect of English law, nor allow any group or or individual whose objectives are considered contrary to the overall good of the community (as deemed by the Management Committee). 6. Disrespectful, offensive or abusive behaviour at the Mosque against the Imam, our respected guests, the attendees or our employees / volunteers and the Management Committee will not be tolerated. Firm action will be taken against anyone who causes such offence. 7. The Mosque must carry out and keep a record of due diligence checks and assessments for new speakers. 8. Speakers who are known to have espoused what may be deemed to be sectarian and inflammatory comments and rhetoric will not be authorised. 9. Speakers and event organisers are expected to comply with all the Mosque’s policies and procedures while they are on its premises. A moderator must be appointed on the day to ensure compliance. |
| I understand that failure to comply with this policy may result in the termination of my lecture.  Signature:  Date: |