



AGRICULTURAL SOCIETY OF KENYA



TENANCY BROCHURE

Nairobi International Trade Fair



The Agricultural Society of Kenya, Jamhuri Park Showground is home to the annual Nairobi International Trade Fair (NITF). The showground is a multi-purpose facility available for a variety of uses. The grounds are well maintained, in a green friendly atmosphere with indigenous trees and well preserved natural vegetation. Jamhuri Park is located 10km from the Nairobi city Centre at the edge of Ngong Forest. It is also located close to a major shopping mall, local markets and has easy access to roads leading to and from town for convenience.

We have permanent and semi-permanent structures and buildings that can be utilized for both tenancy and exhibitions all year round. We also have large halls and smaller spaces that can be converted to suit your conference requirements. The grounds have a well maintained arena that has a capacity to sit about 12,000 people. In addition to that we have serene open spaces that are ideal for outdoor activities which include and not limited to photo/film shoots and open air displays.

TERMS AND CONDITIONS OF TENANCIES

1. The tenant is solely responsible for the provision of own security; use of professional security companies is preferred.
2. If services of caretakers are engaged, they are not permitted to live in the stands.
3. The tenant is responsible for damages on property during tenancy period.
4. Service charged, covers expenses incurred on maintenance of common areas, note that the tenant is solely responsible for upkeep of premises.
5. Felling of trees is not allowed.

6. Tenants should not assign, transfer, sub-let or part with possession of the Premises
7. The premises shall be used solely for internal purposes.
8. In the event where the tenant intends to alter, build or change any structure, they will be required to submit for approval by the Chief Executive Officer of the Society ;all sketches, drawings, maps, designs and first hand approval by; NEMA, KEBS and licensing authorities and any other requisite information.
9. The cost of preparation of leases includes; Advocate's legal fees, stamp duty and registration charges will be paid by the tenant.

REQUIREMENTS FROM PROSPECTIVE TENANTS

1. The company is to send request for space in writing.
2. Submit Copies of Statutory documents - Registration certificates, Business licenses/ permits, tax compliant certificates and legal status of the organization.
3. Submit Company Profile
4. Give a brief write up of how the organization will benefit the community.
5. Provide drawings and plans where necessary.

Procedure for application of space

1. Prospective Tenant should send formal application with tenancy request form and attachment of requirements.
2. The documents are to be received, recorded and acknowledged.
3. Internal Vetting and approval

4. Notification of results through letter of offer
5. Preparation and signing of Lease Agreement.
6. Tenant observes protocol as per the agreement.
7. Review of Lease upon expiry.

CURRENT RATES

A. Long term tenancies—One month and beyond

Rent Deposit: Amount equivalent to three month's rent (three month's rent payable in advance)

Rent: Rate per sq.ft Ksh 20. per sq.ft inclusive of immediate compound areas. (Payable quarterly in advance)

Maintenance fee: Ksh. 3,000 per month (the amount equates to Kshs. 9,000 per quarter)

Utilities:

Monthly Water Charges:

Heavy Users: Kshs. 10,000

Medium users: 5,000

Electricity:

Tenants will be billed by Kenya Power through own meters.

B. Short term tenancies— up to 1 month (Refer to Hire of facilities below)

HIRE OF FACILITIES

Procedure and Requirements for Hiring facilities or entities:

1. The company should send a request in writing with a duly filled and signed hire form, at least one month before the event to the Branch Manager
2. Invoices are submitted to entity who wish to hire subject to availability of facility
3. Payment received from hiring entity before deadline or before holding the function
4. Entity is required to clear with the office before leaving the grounds after the event.

N/B:For short term permanent stand a rate of Ksh.20 per sq.ft is required exclusive of maintenance fee of 3,000/=Kshs

Deposit Charges: 20% of total hire fee refundable with no damage

Current Rates of Hire Arena daily charge
Charges: 72,600

Livestock Hall daily charge
Charge: Ksh. 20,000

Pavilion Hall daily Charge
Charge: 40,000



D parking area
Charge: Ksh. 40,000

Wedding Shoots daily Charge
Charge: 10,000

Commercial Film Shoots – Daily Charge
Charge: Ksh. 120,000

Other Film Shoots –daily charge
Charge per field: 20,000

Tent photo shoots – For event managers
Ksh 5,000 (small)
Ksh 10,000 (Medium)
Ksh 15,000 (Large)

Notes on Hire of Facilities

N/B: For Hire of facilities and specialized shows the hiring entity will also bear the responsibility of the following costs in compliance with the society regulations:

1. Sanitation of Premises/facilities before and after the event which includes and not limited to; exhausting toilets and clearing the grounds.
2. Hiring own mobile toilet facilities.
3. Responsible for damages or breakages that arise from use of the facilities.
4. Having own Public Address system.
5. Provision of own power back up or generators
6. Charges incurred from use of Flood Lights
7. Own security services where necessary.
8. Branding Fees as per the society guidelines.
9. Cater for minor Paint work if need be.
10. Personnel to manage their event

11. Provision of own furniture if necessary.

CONCESSIONS

Category 1: Charities/Service Clubs 50% discount on total cost of hire

Category 2: Members and Staff of ASK 50% discount on total cost of hire

Category 2: Current Tenants of ASK 20% discount on total cost of hire

SALE OF BASIC ITEMS FROM SOCIETY GROUNDS

Procedure for Sale of Basic Items

1. Formal request is sent to the Branch Manager by buyer through Basic sale form.
2. Availability and quantities of requested items should be verified by the Branch Manager.
3. Dispatch or issue of Invoice to buyer.
4. Issue of items to seller upon receipt of payment.
5. Clearance Procedures to be effected

ITEM PRICE

A. FIREWOOD		Per m3
1	Dry Wood	1200
2	Wet Wood	1500
3	Hard Wood(Muhugu)	3000
B GRASS		
Ordinary Grass	Canter	1,400
Ordinary Grass	Pick-up	1,000
Ordinary Grass	Datsun 1200	700
Napier Grass -	Canter	2500
Napier Grass -	Pickup	1500
Napier Grass -	Datsun 1200	1200

CONTACTS:

Nairobi Branch

Telephone (Fixed Line)

020-2641067/8

Cell Phone:

0724643701/0725785683

P.O. Box No. 21340 – 00505

E-mail: info@nitf.ask.co.ke

Website: www.ask.co.ke

