



AGRICULTURAL SOCIETY OF KENYA

APPLICATION TO HIRE ASK FACILITIES

PART A: DETAILS HIRING ENTITY

Name.....

Country of Origin.....

Contact person 1.....Designation.....ID No.....

Contact person 1.....Designation.....ID No.

Physical Address.....

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Postal Address.....Code.....City.....

Telephone (Mobile No)

Fixed Line (Telephone).....

Email Address.....

Website Address.....

PART B: HIRE DETAILS

- I/We apply to hire the following facilities (Please Tick as appropriate)
 - Arena
 - Livestock Hall
 - Pavillion Hall
 - D Parking
 - Wedding shoot areas
 - Commercial film shoot areas
 - Other film shoot areas
 - Specialized show/event
 - Others (please specify)_____
- I/We wish hire the facility from (date) _____ To _____ a total of _____ days
- I/We wish to hire the facility for the purposes of

- Special permits required if any _____
 (Please attach copies of permits)

5. We further state that we have read and understood the ASK terms and conditions of hire and will abide as stated.

Date Signature.....

The completed form should be returned to us at least one month to the event

Note: Please do not make any payments until your request is approved. Once approved, kindly note that the society does not accept cash payments. Payments can be made to our bank account at **KCB Kipande House** Branch **account number 1103870254** OR via **EFT swiftcode KCB LKENX** OR through a **bankers Cheque** drawn in favour of A.SK Nairobi Branch OR through **MPESA paybill** number **104454**. **Account name is your company name.**

FOR OFFICIAL USE ONLY

To be filled by: Show ground Manager

Special conditions (if any).....
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Signed by Name:.....Sign..... Date.....

To be filled by Branch accountant:

Invoice Number..... Amount PaidReceipt No.....

Concession granted/refused.....

Signed By: Name.....Signed..... Date.....

Approved by: The Branch Manager

Name:.....Sign Date

ASK TERMS AND CONDITIONS

The hired premises must be used for intended purposes only. Any other use will be subject to different terms and conditions.

Note: For Hire of facilities and specialized shows the hiring party will meet the following costs in compliance with the society regulations:

1. Exhausting toiletries
2. Hiring own mobile toilet facilities
3. Damages or breakages that arise from their use of the facilities
4. Having own Public Address systems
5. Provision of their own power back up or generators
6. Charges from Use of Flood Lights
7. Sanitation of Premises/facilities before and after the event
8. Security services where necessary
9. Branding Fees as society guidelines
10. Minor Paint work
11. Personnel to manage their event
12. Necessary Furniture

The following documents must be presented by individuals/parties seeking to hire facilities and premises:

- Formal request in writing to hire facilities/premises
- Request to hire form duly filled and signed
- Proof of Payment (before holding the function)
- Clearance form (after holding the function)