

Current Rates of Hire of facilities

Daily Charges for Hire of built up spaces:		
Large Stand	Above 4000 sq.ft	5 Kshs. per sq. ft
Medium Stand	1,501 to 3,999 sq.ft	7 Kshs. per sq.ft
Small Stand	1,500 sq.ft and below	10,000 Kshs.

Daily Charges for Open spaces:

Location	Size	Rate(Kshs)
Rosy Savage	42,968 sq.ft	30,000
Coopers Ring	32,332 sq.ft	30,000
D Parking	48,356 sq.ft	15,000
CMC Field		30,000
Other Open spaces		10,000

Daily Charges for Film Shoots:

Area	Rate(Kshs)
Streets	10,000 per day per street
Open Spaces	15,000 per day per street
Inside stands	Cost of hire of stand applies

Daily Charges for Meeting or Conference Rooms:

Room	Rate(Kshs)
Pavilion Dining Hall	20,000
Life Governors	15,000
Pavilion Upstairs Hall	15,000
Livestock Complex Hall	10,000
Livestock Complex Rooms	Each at 5,000

Daily Charges for Arena Kshs. 72,600 per day
N/B: All charges indicated are exclusive of taxes.

Notes on Hire of Facilities

N/B: Hiring parties are required to note the following:

1. Ensure sanitation of allocated premises/facilities before and after the event
2. Make own arrangements for the hire of mobile toilet facilities where necessary.
3. Hiring parties will be responsible for damages or breakages that arise from use of allocated facilities.
4. Make arrangements for provision of own power back up or generators and Public Address system.
5. Pay for charges incurred from use of Flood Lights
6. Provision of own security services for the event.
7. Branding Fees as per the society guidelines.
8. Cater for minor paint work where necessary
9. Make provision for own personnel to manage event
10. Make provision of own furniture where necessary.

PURCHASE OF BASIC ITEMS FROM SOCIETY GROUNDS

Procedure for Purchase of Basic Items

1. Formal request is sent to the Branch Manager by buyer through Basic Sale Form found on our website www.ask.co.ke
2. Availability and quantities of requested items are checked by showground personnel and approved by Branch Manager.
3. Dispatch or issue of Invoice to buyer.
4. Issue of items to buyer upon receipt of payment.
5. Buyer is issued with gate pass

ITEM	PRICE
A. FIREWOOD	Per m3
1. Dry Wood	1200
2. Wet Wood	1500
3. Hard Wood	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

Daily Charges for Film Shoots:

Area	Rate(Kshs)
Streets	10,000 per day per street
Open Spaces	15,000 per day per street
Inside stands	Cost of hire of stand applies

Nairobi Branch
Telephone (Fixed line) 020-2641067/8
Cell Phone: 0724643701/0725785683
P.O. Box 2130-00505
Email: info@nitf.ask.co.ke Website: www.ask.co.ke



NAIROBI INTERNATIONAL TRADE FAIR

TENANCIES AND HIRE OF FACILITIES BROCHURE

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.



TENANCIES

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 solely responsible for upkeep of premises
4. Felling of trees in the showground is not allowed.
5. Tenants should not assign, transfer, sub-let or part with possession of the Premises
6. The premises shall be used solely for purposes specified in the lease agreement.
7. 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.
8. The cost of preparation of leases includes; Advocate's legal fees, stamp duty and registration charges which will be paid by the tenant.
9. Other terms specified in the agreement lease will also apply.



Requirements from prospective Tenants

1. Prospective tenants are required submit interest to lease property to the Society in writing well in advance of occupation.
2. Alongside the letter of interest, the interested parties should also submit Copies of Statutory documents - Registration certificates, Business licenses/ permits, tax compliant certificates and legal status of the organization.
3. Submit Company Profile for organisations or personal Profile for individuals
4. Give a brief write up of how the neighbouring community will benefit from occupation of premise
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. Joint identification of space by prospective tenant and Society
3. The documents are received, recorded and acknowledged.
4. Internal Vetting and approval process is conducted
5. Notification of results through letter of offer
6. Preparation and signing of Lease Agreement.
7. Tenant observes protocol as per the agreement.
8. Review of Lease upon expiry.



Current Rates of Tenancies

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

Utilities: Tenants will be required to make own application for utilities. Installation of utilities will however be supervised by the Society. Other terms will be specified in the Lease agreement.

B. Short term tenancies -up to one month (Refer to the section Hire of facilities on this brochure)

HIRE OF FACILITIES

Procedure and Requirements for Hiring facilities

1. The company should send a request in writing with a duly filled and signed hiring request form,at least one month before the event to the Branch Manager. The form can be downloaded from our website www.ask.co.ke
2. Invoices are submitted to hiring party subject to availability of facility on the given dates
3. Payment should be made by hiring party before holding the function
4. Hiring Party is required to clear with the office and should be issued with gate pass before leaving the grounds after the event.

