



AGRICULTURAL SOCIETY OF KENYA
TENANCY VACATION/RESUMPTION FORM FOR SHOW PURPOSES

NOTE: ALL TENANTS MUST CLEAR OUTSTANDING RENT ARREARS AND UTILITY PAYMENTS (ELECTRICITY) BEFORE A GATE PASS CAN BE ISSUED.
The completed form should be returned to us at least one month to the first date of the trade Fair.

PART A: DETAILS OF TENANT

Name.....
Country of Origin.....
Contact person 1.....Designation.....
Contact person 1.....Designation.....
Physical Address.....
.....
Postal Address.....Code.....City.....
Telephone (Mobile No)
Fixed Line (Telephone).....
Email Address.....
Website Address.....

PART B: DETAILS HANDOVER OF PREMISE

1. I/We apply to relinquish our facilities to the Society for the month of the trade fair as from (Date) _____ We intend to resume habitation of premises from _____
2. I/We have no (Please Tick as appropriate)
 - No outstanding fees
 - Have Outstanding Fees (Details) _____
3. We hand over the premises to the Society:
 - a. On as is basis
 - b. With the following considerations in place (Details can be attached as annex)

Date Signature.....

FOR OFFICIAL USE ONLY

Verification of Premises and clearance by SGM

Approved Not Approved:

Special conditions (if any).....
.....
.....

Signed by Name:..... Sign..... Date.....

PART C: EXHIBITOR ACKNOWLEDGEMENT

Name of Exhibitor/ Organization _____

Name of Contact person _____ Designation _____

Signature _____ Date; _____

PART D: DETAILS RECEIPT OF PREMISES BY TENANT AFTER THE TRADE FAIR

I/We apply to acknowledge receipt of our facilities from the Society fair as from (Date)

We would like to confirm that the Premises are

- In order as relinquished
- Not in order as relinquished (Provide Details which can be attached as annex)

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Signed by Name:..... Sign..... Date.....

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Comment by SGM

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Signed by Name:.....Sign..... Date.....

Approved by: The Branch Manager

Name:.....Sign Date