



**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.....

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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**

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*Verification of Premises and clearance by SGM*

☐ Approved      ☐ Not Approved:

Special conditions (if any).....

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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)

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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.....

**FOR OFFICIAL USE ONLY**

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*Comment by SGM*

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

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*Approved by:* The Branch Manager

Name:.....Sign ..... Date .....