



## VENUE RENTAL AT NAFASI ART SPACE

Nafasi Art Space provides ideal spaces for meetings, workshops, conferences, and other events. Aside from being located in a convenient location, Nafasi hosts events and activities at an affordable price. We also have ample parking space and a 24hr security presence.

Nafasi can help organize additional services such as extra chairs, tables, projectors, and sound equipment to help accommodate venue rentals.

### SPACE SPECIFICATIONS

HALL: ● 215 Sq. Ft. ● Lights ● Ceiling fans ● tables

OUTDOOR SPACE/STAGE: ● 322 Sq. Ft. ● Stage ● lights

Nafasi also has areas suitable for smaller groups including a Children's Art Space, a workshop room, and other meeting spaces.

### RENTAL RATES

Rates depend on the length/timings of the rental, number of people, nature of event, weekday/weekend, and extra staff, materials, or technical support required.

For a quote, please answer the checklist provided below:

### THE CHECKLIST

To request venue rental, please answer the following questions to the best of your Knowledge:

What is the event type (workshop, panel discussion, talk, other): .....

What is the event about (topics of discussion etc): .....

Who is the organizer (please also specify whether you are an NGO, Company, Artist, or other): .....

Who is the Contact person (name, phone number, email): .....

.....

When is the Event: .....

What Time (Start- Finish, including set-up and take-down) : .....

How many people do you expect to come: .....

Is the event open to the public or private? Free or paid?: .....



What Equipment/supplies will you need: .....  
.....  
.....  
(A projector, speakers, microphones, flipcharts, notebooks, water, paper, pens, etc.)  
Will you need catering? Please specify:.....  
.....  
.....

**ADDITIONAL NOTES**

If needed, we can provide stationery such as markers, paper, flipcharts, pens, etc.

We can also provide PA system, including speakers, mixer, and microphones.

Please specify in your request. These add-ons will affect the quote provided.

**CATERING**

Nafasi is able to organize light catering such as breakfast, lunch, tea/coffee breaks, and snacks, if requested. The cost will vary depending on what is requested. We do allow outside catering.

**DISCLAIMER**

Nafasi Art Space is a vibrant art center which hosts regular events of its own. Unfortunately, this means we cannot guarantee availability of the space for rental as this is a supplementary service that allows us to generate some revenue in order to subsidise our public programmes.

Nafasi’s guidelines as an organization require that any/all activities held at the space align with the organisation’s core values. All venue rental activities are required to align with the values and ethics of the space.

For more information or to inquire about making a space booking, please contact:  
info@nafasiartspace.org  
+255 757 820 426