

Kiawah Island



KIAWAH ISLAND COMMUNITY ASSOCIATION

You're Invited...



To experience Kiawah's breathtaking ocean views, relax creekside, make memories to share.

No matter the occasion, let us set the scene for your special moment.

We look forward to welcoming you to some of Kiawah's most beautiful locations. Our staff is committed to helping you make your event one to remember.

Come tour our island venues with a member of our professional staff and start making your Kiawah memories.

The Sandcastle



The Sandcastle is the island's premier oceanfront location. Updated in 2018, the facility features two pools, an oceanview bar and full catering kitchen, as well as access to Kiawah's pristine beach.

The Sandcastle Ballroom

The Sandcastle Ballroom has unobstructed views of the Atlantic Ocean and Kiawah Island's spectacular beach. Here, your guests can relax and enjoy a cocktail on the wrap-around verandah, while the salt breezes bring the ocean to you. Exclusive use of the verandah is included with the reservation of the full ballroom. The ballroom features 2,700 square feet of space and can host up to 180 guests.

For smaller events or meetings, the ballroom can be divided into three smaller rooms: *Sunset*, *Sandpiper* and *Barrand*. Each of these rooms is 900 square feet and can host up to 60 guests.



Oceanfront Pool

The Sandcastle oceanfront pool is a lovely location for a wedding reception or poolside party. Surrounded by a wooden deck and lush green lawn, the pool offers unparalleled views. The Sandbar, a breezy oceanview bar, may be rented with the pool.

This beachfront pool is only available for rent during the off-season from Oct. 15 to March 15.

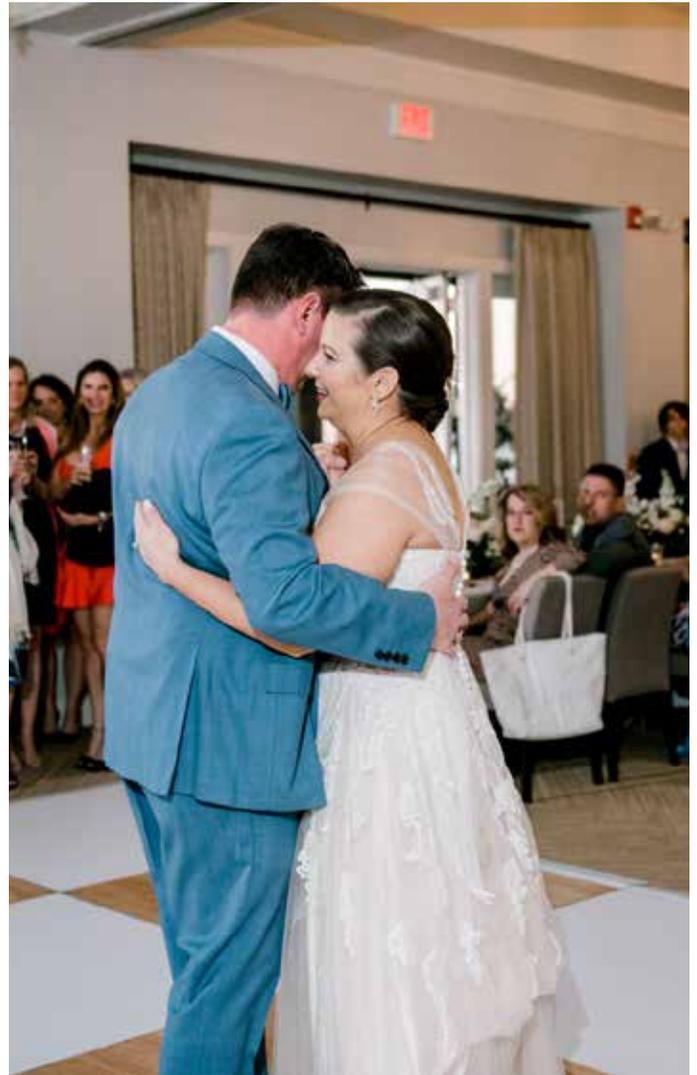
Note: rental of the oceanfront pool does not include setup. Tables are not provided. Event host is responsible for arranging rental and setup with their vendor.

Sandcastle Beach

Kiawah Island's beach has been repeatedly recognized by Dr. Beach as one of the top beaches in the United States. With gorgeous views at sunrise and sunset, the beach provides the perfect wedding ceremony spot. Contact the Town of Kiawah Island at 843-768-9166 for information about using Kiawah's beach for a wedding or special event. *The beach is not available for meetings, parties or other private events.*

Sandcastle photos courtesy of Jennings King.

Sandcastle Rates



	<i>Member</i>		<i>Sponsored Guest</i>	
	<i>Midweek</i>	<i>Weekend</i>	<i>Midweek</i>	<i>Weekend</i>
Ballroom	\$1,500	\$2,250	\$2,500	\$4,500
Sunset, Sandpiper or Barrand	\$500	\$750	\$1,000	\$1,500
Oceanfront Pool	\$1,500	\$2,250	\$2,500	\$4,500
*Ceremony Only	\$250	\$250	\$500	\$500



Included with Sandcastle Room Rental

- Utensils
- Glassware
- Cups
- Dinnerware
- Tables
- Chairs

Available add-ons

Audio Visual Equipment	
Projector and fixed projection screen	\$50
Large screen mobile TV	\$25
Clavinova piano (1)	\$100

Cinder Creek



The rustic Cinder Creek Pavilion and its beautiful dock are perfect for an intimate affair or gathering. The simple structures enhance the natural romance of the setting. Open to the air but screened all around, the cottage has a large wood-burning fireplace to make brisk evenings cozy. A short dock leads to a gazebo over Cinder Creek for an unmatched view.

Note: utensils, glassware, dinnerware, tables and chairs are not available at this location. Rental of Cinder Creek is reserved for KICA members only. Sponsored member events are not available.

Cinder Creek Rates

	<i>Fee</i>	<i>Deposit</i>
Pavilion and Dock	\$275	\$125

Beachwalker Center



Bobcat Hall

Bobcat Hall, with its high ceiling and exposed wood beams, is a perfect meeting space. Located in Beachwalker Center, it can be easily configured for a variety of events. This facility does not have a catering kitchen available.

Magnolia Room

A smaller room in Beachwalker Center that is great for group meetings. Tables can be configured to support working groups as well.

Included:

Keurig coffee service with disposable cups is available.

Tables

Linens

Chairs

Note: utensils, glassware and dinnerware are not available.

Beachwalker Center Rates

	<i>Member</i>		<i>Sponsored Guest</i>	
	<i>Midweek</i>	<i>Weekend</i>	<i>Midweek</i>	<i>Weekend</i>
Bobcat Hall	\$175	\$200	\$350	\$400
Magnolia Room	\$50	\$100		

Event Coordinator Services



You make the memories...
We handle the details.

KICA is happy to assist you with coordination services for your event on request. We offer several options for these services. Our experienced staff will help ensure your event is everything you dreamed it would be.

Packages

Ceremony Only (Included Rehearsal) (Estimated 8 Hours of Time)

- Serve as main contact the day of the event.
- Oversee delivery of ceremony chairs and set-up, if needed.
- Set up any personal décor items provided by client.
- Direct rehearsal and ceremony (rehearsal to be day before event and for up to one hour).
- Unlimited site visits and phone/email contact.
- Solve any issues that may arise.
- Distribute final payments.

Reception/Private Event Only (Estimated 15 Hours of Time)

- Serve as main contact the day of the event.
- Unlimited site visits and phone/email contact.
- Timeline and floor plan design.
- Ensure DJ/band has copy of timeline and names of bridal party if being introduced.
- Confirm arrival and departure times with vendors, and answer any questions they may have.
- Ensure everything is set up according to client's vision and ensure venue is left in good condition.
- Place linens on table and set up personal décor provided by client.
- Follow timeline during event to ensure everything is on schedule.
- Solve any issues that may arise.
- Distribute final payments.
- Pack décor and gifts, and place in designated vehicle(s).

Reception/Private Event Only (Estimated 20 Hours of Time)

- Combination of both packages above.

Event Coordinator Rates

	Number of Rooms	Ceremony	Reception	Ceremony and Reception
Member	1 Room	\$300	\$400	\$500
	2 Rooms	\$400	\$600	\$800
	3 Rooms	\$700	\$900	\$1,100
Sponsored	1 Room	\$450	\$600	\$750
	2 Rooms	\$600	\$900	\$1,200
	3 Rooms	\$1,050	\$1,350	\$1,650

Meetings and Group Events



No matter what your group, nonprofit or for-profit organization's needs are, KICA has a facility that's right for you. The Sandcastle Ballroom and verandah create the perfect experience for your fundraiser or dinner party. Cinder Creek Pavilion and dock welcome your neighbors and friends to a casual neighborhood gathering. Have a no-fuss annual meeting at Beachwalker Center or a private meeting with your board in a smaller room.

Meeting spaces vary in capacity from 180 guests in The Sandcastle Ballroom to just 16 in the Magnolia Room. A KICA member must sponsor the organization in order to rent a facility. Maximum usage is four hours per rental day.

Nonprofit Rate

A group with a valid tax exemption number, led or sponsored by a KICA member in good standing. The nonprofit rate for The Sandcastle Ballroom is \$750 midweek and \$1,500 weekend. Individual rooms can be rented at a rate of \$250 midweek and \$500 weekend. Rentals are in four-hour intervals.

Nonprofit Fundraiser Rate

An event sponsored by a KICA member in good standing or community group, on behalf of a group with a valid tax exemption number. All proceeds should be allocated to the benefiting nonprofit. The fundraiser rate is \$300 for The Sandcastle Ballroom, or \$100 for an individual room. Rentals are in four-hour intervals.

Community Group - Cinder Creek and The Sandcastle

A community group is an organization made up of property owners who meet regularly at KICA facilities for a specific purpose. It may include guests as long as the number of guests does not exceed 25% on a regular basis. Kiawah community groups can reserve rooms at The Sandcastle for the rate of \$75 per room on a weekday and \$125 on a weekend day. Cinder Creek is available at \$75 per weekday and \$125 per weekend day.

For-Profit Rate

Profit-making events, not sponsored by KICA, are subject to user fees. At The Sandcastle, the fee for four hours is \$225 per room and eight hours is \$450 per room. For-profit bookings and rates should be discussed in advance with the director of Recreation.

**Rates may be subject to change for multi-day meetings.*

Rental Terms

Security Deposit

The Sandcastle and Beachwalker Center

Reserve the facility with a security deposit: \$500 for one room, \$1,000 for two or more rooms.

Cinder Creek

Reserve the facility with a security deposit of \$125.

The security deposit will be returned by check within 30 days of the event.

Rental Balance

The balance is due 30 days prior to the event.

Payments Accepted

KICA accepts Visa, Mastercard and American Express. Checks may be made payable to Kiawah Island Community Association.

Cancellations

Cancellations must be made 60 days prior to the event in order to receive a full refund. KICA's director of Recreation will determine full or partial forfeit of deposit for events canceled with less than 60 days notice. KICA reserves the right to cancel an event, with full refund of all monies paid, due to the unavailability of the facility, or Kiawah Island, as a result of fire, flood, a named tropical storm or hurricane, or other acts of God.

Event Time Overruns/Additional Staff Time

The Sandcastle and Beachwalker Center close at 10 p.m. for events. Events at these venues must to end no later than 10 p.m. to allow for cleaning. Cinder Creek Pavilion closes at 9 p.m., and events must end no later than 9 p.m. As KICA must staff any facility during a private event, additional staff time will be charged for events that cause later closing:

THE SANDCASTLE AND BEACHWALKER CENTER		CINDER CREEK PAVILION	
Time	Fee	Time	Fee
10:01 - 10:30 a.m.	\$500	9:01 - 9:30 p.m.	\$500
10:31 - 11 p.m.	\$750	9:31 - 10 p.m.	\$750
11:01 - 11:30 p.m.	\$1,000	10:01 - 10:30 p.m.	\$1,000

Insurance

Caterers, bar services and event rental companies will be required to provide KICA with a Certificate of Insurance (COI) prior to the event. KICA requires \$1 million in general liability and \$500,000 in workers' compensation, with KICA listed as an additional insured with respect to general liability. For bar services, liquor liability will also be required. KICA may request COIs for additional vendors who may be working at the facility. Check with staff to see if KICA already has a current vendor COI on file.

Additional Information



Catering

The Sandcastle offers a full caterer's kitchen. KICA does not engage an exclusive caterer. Many local caterers have participated in events at our facilities. Please note that KICA staff cannot provide a recommendation about specific vendors, but will provide a list of approved vendors. You may engage any licensed, full-service caterer. If a caterer is used that is not on the approved vendor list, KICA must approve the vendor in advance and you may incur an additional fee.

Decorations

Décor is an important factor in creating the ambiance for your event. To maintain the excellent condition of our facilities, décor may not be affixed to buildings in any way.

Sparklers, tossed birdseed, tossed rice and balloon releases are prohibited at all facilities. The blowing of bubbles outside our venues is permitted. Tossing of flower petals is also permitted, provided that they are cleaned up immediately following the event. Only LED candles may be used. Candelabras and tiki torches are not permitted. No décor is permitted in the pools. Additional lighting may be considered for outside events. This should be discussed with the facility event coordinator prior to the event.

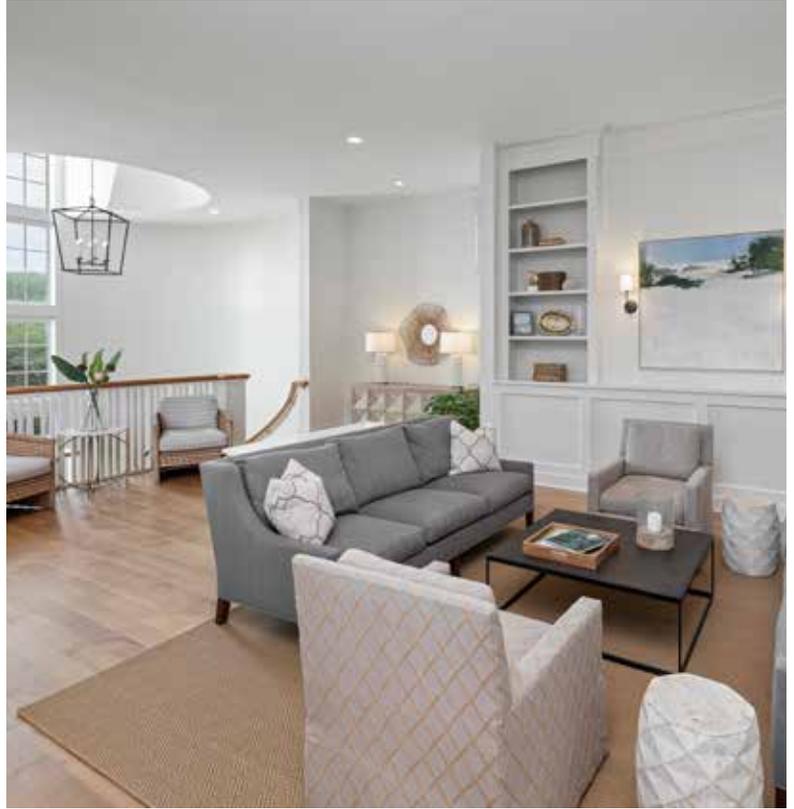
Internet Access

The Sandcastle and Beachwalker Center are both equipped with wireless access.

Facility Coordinator

The facility coordinator, or other designated staff member, will be on-site during your event to provide assistance to you and your guests. (A professional coordinator or planner is required for events with 50 or more attendees.)

Additional Information



Staff members are there to answer questions, control sound and HVAC levels, illuminate the venue at dusk, check vendors in/out from the event, and secure the building. They are not exclusive to your event, and will have other job duties during that time. For exclusivity to the event, consider a event coordinator, either through KICA or an outside vendor.

Photography/Videography

All use of drones must be pre-approved by KICA and appropriate documentation provided.

Rentals and Vendor Services

When planning an event, several vendors will be needed. KICA provides a basic list to help you get started with everything from dance floors to flowers and more. You may hire vendors not on the list provided they meet the vendor insurance requirements and get approval from KICA event staff.

Safety

KICA values the safety of our members and their guests. Though the chance of emergency is slim, please be conscious of the location of fire alarms, exits and stairwells. Should you have questions about these, schedule a pre-event safety walk-thru of the chosen venue with a member of our staff.

In the event of a fire or other emergency, activate the fire alarm and exit the premise immediately.

KICA Security may be reached any time at 843-768-5566.



Contact Us

We invite you to contact The Sandcastle's skilled private events coordinators at PrivateEvents@kica.us or 843-768-3875 to begin planning your event at one of our beautiful facilities.

1 SHIPWATCH ROAD | KIAWAH ISLAND, SC | 29455