

# *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 veranda, while the salt breezes bring the ocean to you. Exclusive use of the veranda is included with the reservation of the two rooms or 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, is included 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.*

# The Sandcastle



Rates are available to view at [kica.us/sandcastle/#EventRentals](https://kica.us/sandcastle/#EventRentals).

*Rental rates correspond with the year of the event, rather than the year of the booking.*



*Included with Sandcastle Room Rental*

Utensils  
Glassware  
Cups  
Dinnerware  
Tables  
Chairs

*Available add-ons*

Audio Visual Equipment  
Projector and fixed projection screen  
Large screen mobile TV  
Clavinova piano (1)

# 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. Rental rates correspond with the year of the event, rather than the year of the booking.*



Rates are available at [kica.us/sandcastle/#EventRentals](https://kica.us/sandcastle/#EventRentals).



# Beachwalker Center



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.

Included:

Keurig coffee service with disposable cups is available.

Tables

Linens

Chairs

Note: utensils, glassware and dinnerware are not available. Rental rates correspond with the year of the event, rather than the year of the booking.



Rates are available at [kica.us/sandcastle/#EventRentals](https://kica.us/sandcastle/#EventRentals).

# 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 veranda 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 for groups of all sizes. A KICA member must sponsor the organization in order to rent a facility. Maximum usage is four hours per rental day.

## Nonprofit Rate

A valid tax exemption number must be provided to qualify for the Nonprofit rate category. The nonprofit event must be led or sponsored by a KICA member in good standing.

The Nonprofit rate for the full 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.

## Community Group Rate

A community group is an organization made up of property owners who meet regularly at KICA facilities for a specific purpose. KICA members may invite accompanied guests to attend community group meetings. Guests must be checked in by a member. The total number of guests shall not exceed 25% of the total attendance at any meeting.

During the week, usage of one room is complimentary for community groups, provided:

- The community group regularly hosts meetings at a KICA facility (defined as at least once a quarter and no more than once a week).
- The meeting time falls on a weekday within the facility's operating hours.
- Any refreshments brought in are removed upon departure and do not need the use of the catering kitchen.
- The meeting time does not exceed four hours.
- The number of attendees does not exceed 50 people.
- No outside vendors have been contracted for the event.

A community group event that doesn't meet the criteria above must be coordinated with the Private Events department. For these events, contact [privateevents@kica.us](mailto:privateevents@kica.us).

The Community Group Private Event Rate for the full 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 contracted in four-hour intervals.

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

# Rental Terms

## Deposit

### The Sandcastle

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

### Cinder Creek

One time payment in full is required to reserve the facility.

## 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 Ending

The Sandcastle and Beachwalker Center close at 10 p.m. 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.

## 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.

## Photography/Videography

All use of drones must be pre-approved by KICA and the Town of Kiawah Island. Appropriate documentation must be provided prior to use.

## 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](mailto: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