



Sandcastle Community Center

Facility Rental Guide Private Events

**One Shipwatch Road
Kiawah Island, SC 29455
Phone (843) 768-3875 Fax (843) 768-3889
Email : Megan.Smith@kica.us
Web site : www.kica.us**

Thank you for your interest in the Sandcastle. I look forward to working closely with you in the planning of your upcoming event. The staff and I are dedicated to making your event a memorable experience.

Our facility is equipped with a full service kitchen for caterers and a dining area that will hold a maximum of 180 guests. The second floor square footage is 2,700 and can be partitioned into three sections, which are 30' x 30' each. Tables, chairs, glassware, dinnerware and flatware are included in the price of the room(s).

If you need information in addition to that in this packet, please feel free to visit our website at www.kica.us and click on the Sandcastle link, or call us directly at (843) 768-3875.

I can hold a date for up to two weeks for you without receiving a deposit. Please do let me know once you decide whether you want to pay your deposit or release the date.

Once again, thank you for your interest in the Sandcastle!

Cordially,

KIAWAH ISLAND COMMUNITY ASSOCIATION, INC

Megan Smith
Event Facility Coordinator
The Sandcastle
Megan.smith@kica.us
(843) 768-3875

Facility Hours Compliance Memo

Please plan your event to end no later than 11 p.m., or earlier should there be an elaborate setup that will take more time to break down. You should designate a member of your party to usher guests out of the building, as this is not a service provided by Sandcastle staff. All catering staff and other service providers must vacate the premises no later than midnight following the event. **Staff will close and lock the facility at midnight.** In the event a staff member must stay past midnight due to guests and/or vendors on the premises, **a fee will be charged to the member or sponsored guests holding the event.**

The ending time of the event must allow ample time for breakdown. Please be aware that, including kitchen cleanup, it typically takes at least an hour and a half to break down after an event. The Sandcastle prefers vendors to remove rental and setup items the same night as the event. If breakdown cannot be held the same night, other options must be coordinated with the Sandcastle event coordinator.

We require that all vendors indicate their understanding of these guidelines by their signature on this memo. Please fax the memo, complete with all vendor signatures, to 843-768-3889, attention Megan Smith. This must be done 30 days prior to the event.

Vendor Signatures:

Name of Company (*Print*)

Manager Signature

Date of Event:

Client:

Sandcastle Rates and Fees

Basic Information

Second Floor Event Room Size: Each three sections are 30' x 30'

Total Event Floor Size: 2,700 square feet total, 30' x 90'

Weekend rates are waived, with weekday rates applied instead, for community groups and member personal parties from January 2 through March 31, excluding Easter.

Damage/Security Deposit: A damage/security deposit, equal to the amount of the user fee is due upon signing the contract and booking your event. The user fee is due thirty days prior to the actual date of your event. Please note that you will receive your deposit back within one month after the event, minus the standard cleaning fee, assuming there are no damages.

Cleaning Fee: The standard cleaning fee is \$25.00 per event room, or \$75.00 for the entire event floor. Standard cleaning fee covers the set up and break down of tables, vacuuming the carpet, and light carpet spot removal.

Community Group Meetings

Community groups are groups which meet regularly and are comprised of at least 75% KICA members. Weekday room use is complimentary, provided the following:

1. Meeting time falls within facility operating hours.
2. Alcoholic beverages are not served.
3. Only light refreshments are served (finger sandwiches, cookies, sodas, etc.).
4. Sandcastle kitchen inventory, linens and custodial staff are not utilized.

Spills or stains resulting from a meeting and which require additional custodial or professional cleaning may result in a cleaning fee which is the responsibility of the community group. Group meetings that include alcohol, heavy hors d'oeuvres, or which use Sandcastle kitchen inventory are subject to Community Group Private Party rates.

Community Private Party

This is a one-time party group comprised of a minimum of 75% KICA members, sponsored by a KICA member. There is no difference in rate with or without food. Coffee and tea service is available at an additional \$15 per room based on 50 persons per room.

Rooms Used	Midweek Rates	Weekend Rates (Friday - Sunday, Holidays)
1 Rooms	\$50	\$100
2 Rooms	\$100	\$200
3 Rooms	\$150	\$300

Non-Profit Groups

This is a group with a valid tax exemption number, led or sponsored by an association member.

Rooms Used	Midweek Rates	Weekend Rates (Friday - Sunday, Holidays)
1 Rooms	\$250	\$500
2 Rooms	\$500	\$1,000
3 Rooms	\$750	\$1,500

Non-Profit Fundraiser

This is an event sponsored by a KICA member or community group on behalf of a group with a valid tax exemption number. All proceeds should be allocated to the benefiting non-profit.

Rooms Used	Midweek Rates	Weekend Rates (Friday - Sunday, Holidays)
1 Rooms	\$75	\$100
2 Rooms	\$100	\$125
3 Rooms	\$125	\$150

Personal & Family

You must be a member to receive the 'Personal and Family' rate. In order to receive the 'member rate' one must be the immediate property owner, or the direct child of the property owner. Any other family affiliation is considered a sponsored guest. See next page for sponsored guest rates.

Rooms Used	Midweek Rates	Weekend Rates (Friday - Sunday, Holidays)
1 Rooms	\$250	\$500
2 Rooms	\$500	\$1,000
3 Rooms	\$750	\$1,500

Sponsored Individual

A sponsored individual is known and sponsored by an association member in good standing. A member 'sponsored' event is one for which the individual who hosts and pays for the event is not a property owner. The member (property owner) must sign an agreement and is financially responsible for the security deposit, user fee and any damages. In order to receive the 'member rate' one must be the immediate property owner or the direct child of the property owner. Any other family affiliation is considered a sponsored guest. A niece, nephew, or grand child is considered a sponsored guest.

Rooms Used	Midweek Rates	Weekend Rates (Friday - Sunday, Holidays)
1 Rooms	\$600	\$1,200
2 Rooms	\$1,200	\$2,400
3 Rooms	\$1,800	\$3,600

Sandcastle Pavilion, Sand Dollar Deck, Castle Grille

- The rental fee for the **Sandcastle Pavilion**, using the Castle Grille, is equal to the rate charged for a single second floor event room. Please see fee schedule noted above.
- The rental fee for the **Sandcastle Pavilion** without use of the Castle Grille is \$150 dollars, which includes a \$150 refundable deposit and the \$150 rental fee.

- ❑ The rental fee for the **Sand Dollar Deck**, the small raised deck attached to the pool deck, is \$100, which includes a \$100 refundable deposit and the \$100 rental fee.
- ❑ The Castle Grille, Sand Dollar Deck, and other pool deck areas are not available for rent from Memorial Day through Labor Day.
- ❑ The rental fee to use both the Sandcastle Pavilion and the Sand Dollar Deck is equal to the full second floor rate.
- ❑ Additional cleaning charges will apply for spills on pool deck, at contractor's actual rate.

For Profit Rates

Profit-making events not sponsored by KICA are subject to "for profit" fees. The fee for four hours is \$225 per room. The fee for an entire day, which denotes the hours of 8:00 am – 6:00 pm only, is \$450 per room. Midweek and weekend for profit rates are the same.

Items Included With Your Rental

Utensils, Glassware and Dinnerware:

- 180 Dinner Forks
- 180 Dinner Knives
- 180 Place Spoon (Dessert/Soup)
- 60 Bouillon Spoons
- 180 Teaspoons
- 180 Salad Plates
- 180 Dinner Plates
- 180 Water Glasses
- 180 All Purpose Wine Glasses
- 180 Coffee Cups, Mugs, Saucers

Tables:

- 20 Rounds (60")
- 20 Rectangles (Banquet 6'x3')
- 180 Banquet Chairs (Medium green monochromatic pattern upholstery)

Please note that we charge for the removal of our chairs in the amount of \$25.00 per room. If you rent any outside chairs, we have to then stack and store our banquet chairs.

Linens: You are responsible for renting linens from a local vendor.

Additional Rental Items

We are pleased to provide other materials you may need for your event (audio, etc.). Please see the *Private Event Agreement* for availability and rates.

Dressing Room: You may also opt to rent our **Downstairs Activity Room** as a dressing room for your event. The room has shutters and mirrors to facilitate bridal party and pre-event dressing needs. The room rental fee is \$75, deducted from your event deposit. A minimum one-week notice must be given to ensure room availability. If you decide to use it on the day of your event, we will charge \$100.

Event Service Providers and Vendors

We are unable to provide referrals or to warrant the efficiency of providers you may use. You may find a number of providers listed in our *Service Provider Directory*, which may be accessed on the association Web site at <http://www.kica.us/Directory/index.html>. The directory is a paid-listing service and is not all-inclusive. Members are free to hire any licensed and insured service provider of their choice.

Safety Procedures

The association values the importance of safety and security. Though the chance of emergency is slim, please be conscious of the location of fire alarms, exits and stairwells. Should you have questions regarding these, event staff will facilitate a pre-event safety walk-through upon your request.

In the event of fire or other emergency situation, please activate the fire alarm and exit the premises immediately. Evacuate to the side parking lot, locate by the Sandcastle pool.

Payment Method
(check one): Cash _____ Check _____ Credit Card _____

Name on Check/CC: _____

Check #: _____ or Card Type: Visa _____ MC _____

Card Number: _____ Expires: _____

Authorization Number (3-4 digit number on back of card): _____

Cardholder Signature: _____
Authorized Signature Required

Agreement Terms and Conditions:

This agreement between the Kiawah Island Community Association, Inc. and the within-named member permits the use of specified areas for a private function in accordance with the terms of use contained herein.

1. **Date & Time** are guaranteed ***only upon payment of security deposit.***

2. **Security Deposit** is an amount equal to the user fee, and will be returned within 30 days after the event, less the non-refundable cleaning fee, provided no damage has occurred to the building, pool, furniture, or furnishings, and the facility is returned in the same condition that existed prior to the event, excepting normal and reasonable wear and tear. The director of recreation reserves the right in its discretion to determine amount(s) of refund forfeiture in the event of infractions of this agreement and the accompanying Sandcastle rental regulations attached hereto.

3. **Cancellations** must be sixty (60) days in advance to receive full refund. The Director of Recreation will determine full or partial forfeit of deposit for cancellations less than 60 days. Events booked and then canceled within the same 60-day period may be subject to deposit forfeiture in the sole discretion of the director. This is typically dependent upon whether other events have been turned down while holding your date, but other factors may be considered.

4. **Member agrees to return facility to condition found**, excluding vacuuming. Member further accepts responsibility for any negligent damage to building, equipment, or other facilities in excess of deposit amount, and agrees that the deposit may be used by the association to cover the cost of such damage. Member is responsible for, and authorizes charge to credit card, for damages exceeding deposit.

5. **All financial arrangements** and contractual agreements must be made with the contracting member.
6. **The Verandah** may only be used to setup any tables or other items if you have paid to rent out the entire floor. Members do have access to the verandah if you only rent one or two sections. Of course people are usually courteous when they see there is an event. This is something to keep in mind if you would like items on the verandah. No more than 300 people are to be on the verandah at one time. No amplified music is allowed on the verandah, but acoustic music is welcomed.
7. **Multiple Events.** Multiple events are subject to separate deposits and user fees. However, members hosting two or more events on the same day will receive a discount of 50% on each additional event.
8. **Event Duration.** All guests and vendors must vacate the premises by midnight. Events lasting beyond the midnight deadline will be charged the following amounts: \$250 12:01am – 12:30am, \$500 12:31am – 1:00am, and \$1000 1:01am – 1:30am.
9. **Member (“indemnitor”) agrees to protect,** defend, indemnify and hold the association and its directors, employees, and agents harmless from and against any and all losses, claims, obligations, demands, liabilities, costs, assessments, damages and expenses (including attorneys’ fees and expenses) (collectively hereafter, “Damages”) asserted by reason of, resulting from or in connection with any and all of the following:
 - a) any bodily injury, death or damage to property (including the association’s property) caused by any negligent act or omission (including strict liability), gross negligence or willful misconduct relating to or arising out of the indemnitor’s use of the association’s property, the use of the association’s property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability;
 - b) any third party claims with respect to bodily injury, death or property damage arising out of indemnitor’s use of the association’s property, the use of the association’s property by anyone directly or indirectly employed by indemnitor, including subcontractors, or by anyone associated with indemnitor whose acts may give rise to liability; and
 - c) any claims with respect to employer’s liability or worker’s compensation filed by any employee of indemnitor or any of its subcontractors.
10. **Member agrees that** one or more association board or staff members may attend functions held at association facilities. Member further agrees that any association board member or upper staff management may stop an event, if it is deemed necessary in his/her discretion. Notwithstanding the foregoing, the member acknowledges and agrees that he/she is exclusively responsible for providing security, if necessary, and ensuring compliance with the association’s policies, procedures, rules, and regulations at any event the member hosts or sponsors.

11. **KICA retains the right** to make reasonable revisions to this contract at any time without prior notice. Members holding open rental agreements at the time of any revisions will be informed of such revisions and their events will be governed by the revised document.

11. **Sandcastle Audio Visual Rental Items.** Please check the items you would like to reserve, allowing at least a two-week notice for requesting items not selected at time of application. **Please note we do not provide IPod hookup access. If you plan to use an IPod we recommend you bring an IPod dock.**

<input checked="" type="checkbox"/>	Item	Fee
<input type="checkbox"/>	Projector and Fixed Projection Screen	\$50
<input type="checkbox"/>	Portable Projection Screen	\$25
<input type="checkbox"/>	DVD/VCR Audio Visual System	\$25
<input type="checkbox"/>	Cordless Microphone System	\$25
<input type="checkbox"/>	Lap Top Rental	\$10
<input type="checkbox"/>	Lap Top Rental w/ Staff Assistance	\$10

12. **Decorations** may not be **affixed** to the building in any way. Please check with the Private Events Administrator for more options. Sparklers, birdseed and rice tossed upon departure of the bride and groom is **prohibited**. The blowing of bubbles (outside only) is permitted. Flower petals are permitted but must be swept up before leaving the premises. The release of balloons is prohibited for environmental reasons. **If you are considering other options, please check with the Event Facility Coordinator who will notify you if permission can be granted.**

Special Requests:

Note: Every attempt will be made to accommodate your request(s) within established operating guidelines and availability of equipment and staffing.

I accept the fees, terms and conditions herein, including the Sandcastle event regulations, for my guests, my service providers and myself.

Member Signature: _____ Date: _____

Sponsored User Signature: _____

KICA Event Staff Signature: _____ Date: _____

ASSOCIATION USE ONLY

Deposit Received

\$ _____ Amount
_____ Date Received
_____ Check#/Cash/CC:
_____ Initial:

Balance Due

\$ _____ Amount
_____ Date Due

Balance Paid

\$ _____ Amount
_____ Date Received
_____ Check#/Cash/CC:
_____ Initial:

Addendum to Sandcastle Rental Agreement

Sandcastle Event Regulations

Welcome to the Sandcastle. For the safety and enjoyment of all users, please be sure that your guests and vendors understand and abide by the following regulations.

1. Please plan your event to end no later than 11:00PM. or earlier should there be an elaborate setup that will take more time to break down.. All guests, catering staff, and other service providers must vacate the premises by midnight. Please designate a member of your party to usher guests out of the building, as this is not a service provided by Sandcastle staff. Staff will close and lock the facility at midnight. In the event a staff member must stay past midnight due to guests and/or vendors remaining on the premises, a charge will occur in the following amount based upon how late vendors / guests are present: \$250 12:01am – 12:30pm, \$500 12:31am – 1:00am, \$1000 1:01am – 1:30am.
2. Sandcastle staff will approve schedules for delivery and collection of rental furnishings including dance floors, chairs, and tables, based on the Sandcastle's schedule of events.
3. Staff is pleased to discuss your decorating options. Decorations may not be affixed to the inside or outside of the building.
4. For environmental, aesthetic and safety purposes, the use of sparklers, birdseed or rice, or the releasing of balloons or birds, is not permitted. Soap bubbles may use used outdoors. The use of flower petals is welcomed; please gather and dispose of petals before leaving the premises. Staff will be happy to discuss and consider approval of your other ideas.
- 5. Please respect the Sandcastle's other guests by not relocating library furnishings, and by enjoying your food and drinks away from the library.**
6. Similarly, please do not relocate other Sandcastle furniture to the verandah or to poolside, with the exception of the 6-foot rectangular tables. Return rectangles to their original location upon the conclusion of the event. You may relocate verandah furniture to accommodate your event. Please return it as found. A relocation surcharge will apply when staff must return furnishings.

7. Exclusive use of the verandah is available when you rent the entire second floor. Individual room reservations do not provide exclusive use of the verandah.
8. You are welcome to use paper and plastic dinnerware at poolside events. Glass is prohibited.
9. Pool chairs and lounges may be moved to the side. Please return them to their original positions at the event's conclusion.
10. Floating objects, including candles, are not allowed in the pool.
11. Pool parties require a certified lifeguard, provided by the member at the member's expense.
12. Event guests are welcome to park in the Sandcastle lot with display of proper pass. The Event Facility Coordinator is happy to assist with pass requirements. Please provide a number of passes your guests will need at least one month prior to your event.
13. Please have all vendors, including caterers, party rental providers, florists, musicians and event planners, check-in with office staff prior to loading equipment, and inform them that the service elevator is for their use. Sorry, no exceptions. Staff will provide caterers with attached Caterer's Regulations.
14. Please note we do not open until 12:00pm on Sundays during our winter hours and 10:00am during our summer hours. If you are having a Sunday event, you must schedule a time with the Event Facility Coordinator to come in if you should need access to the Sandcastle prior to opening time.
15. If you or your coordinator wishes to relocate furnishings, including but not limited to decorations, plants, and furniture, you must first notify a staff member. We prefer that you do not move items if possible. Payment for items missing or found broken after an event are the responsibility of the member.
16. Please have your caterer and/or the wedding coordinator check in and out with the Event Facility Coordinator upon arrival and before leaving the premises. Caterer will take inventory and will clean all areas of the facility used, to Sandcastle staff's satisfaction, before leaving. Failure to do so will result in additional charges to the member.
17. All additional rules listed in the members' contract also apply to all events. KICA retains the right to make reasonable revisions to these rules at any time without prior notice. Members holding open

contracts at the time of such revisions will be informed of such revisions and their events will be governed by the revised document.

By my signature below, I have read the above rules and regulations and I agree to abide by said rules and regulations.

Member Signature: _____ Date: _____

KICA Event Staff Signature: _____ Date: _____

Caterer's Regulations

Welcome to the Sandcastle! Please follow the guidelines below before checking out for the night to ensure a successful event for all.

KICA policy requires that you provide, in advance, a certificate of liability insurance naming the association as an additional insured and showing the limits of your liability and workers' compensation coverage. Please have your carrier submit to:

KICA c/o The Sandcastle
1 Shipwatch Rd
Kiawah Island, SC 29455
Fax: 843-768-3889

The following address must be listed on the Certificate under "Certificate Holder":

Kiawah Island Community Association
23 Beach Walker Drive
Kiawah Island, SC 29455

Underneath the section "Description of Operations/Locations," it must read:

Kiawah Island Community Association is named as additionally insured on this policy.

Caterer's Event Checklist

WARNING: Please do not prop open service elevator door at any time, as it will cause the elevator to shut down. Upon arrival, you may ask Sandcastle staff to secure the door for loading.

NOTE: Due to fire code regulations, use of fryers is limited to the paved area on the ground floor by the dumpster. Any infraction will result in payment of any costs incurred. No grills may be used on the Veranda or wooden decks.

Post-event Cleanup:

- The kitchen must be left exactly the way you found it. Kitchen floors must be thoroughly swept and mopped, and all surface areas should be cleaned, including appliances.
- Flatware is to be sorted into proper containers and placed/stacked back where you found them on the shelf.
- All glassware and dishes must be washed and put away in the proper areas. **Please check backs of dishes for food residue before putting them away.**
- All trash, including recycling, must be taken to the dumpster, which is located on the ground floor next to the service elevator. All dumpster doors must be closed.
- All litter must be picked up off of the dining room floor, including any left behind décor, but it is not necessary to vacuum.
- Trash, bottles and glasses must be removed from the verandah and disposed of properly.
- Dishwasher traps and disposal should be cleaned and the dishwashing machine turned off.
- An inventory of kitchen items will be performed before your arrival and again before your departure. Please make sure you do not mistakenly leave with any Sandcastle kitchen items.
- Please be sure all trash cans are placed back in the kitchen. We will charge for missing trash cans.

- Be sure to turn off all gas lines and cooking lights before departure.

You must check out with Sandcastle event staff prior to departure and vacate the premises by midnight. Thank you in advance for your help and we look forward to seeing you again soon!

Caterer Signature: _____ Date: _____

KICA Event Staff Signature: _____ Date: _____