

KIAWAH ISLAND COMMUNITY ASSOCIATION, INC.
APPLICATION FOR SPECIAL EVENT

This Application for Special Event (the “Application”) is submitted by Host (as defined below) to KICA (as defined below) on this ____ day of _____, 20____. This Application must be submitted at least four (4) months prior to commencement date of large Special Events (such as movie productions or major tournaments) and at least forty- five (45) days prior to the commencement of other types of Special Events. This Application is not a reservation or option and does not obligate KICA to approve the Special Event. KICA will not be deemed to have approved the Special Event until it has accepted and executed a Special Events Agreement between it and the Host. If approved, this Application becomes part of the Special Event Agreement.

Definition of a Special Event.

For purposes of the Application, a Special Event is defined as:

- The number of 4 wheeled vehicle gate access passes* required (for non-property owners) is expected to exceed 50; or
- The number 4 wheeled vehicle gate access passes* required (for non-property owners) is expected to exceed 25, and the event will utilize more than 2 vehicles with over 4 wheels.

* For purposes of estimating the number of vehicle gate access passes, consider four passengers per vehicle. Also, hotel and villa guests who are issued vehicle gate access passes or those who use a yellow one day pass to travel to a registration desk are not included for purposes of the estimate. This policy does not supersede KICA’s Commercial Vehicle Access program, or other existing or future KICA policies, which may result in additional fees.

Type of Special Event.

Please check the one of the following categories that best describes your Special Event (next to each category is the current daily fee associated with each type of Special Event):

1. _____ **Charitable Event** (Special Events organized to benefit one or more charitable organizations such as golf or tennis tournaments, home tours, etc.)
2. _____ **Social Event** (Special Event such as a weddings, receptions, parties, etc.)
3. _____ **Non-commercial Sports Event** (Special Event such as marathons, triathlons, etc.)
4. _____ **Commercial Event** (Special Events such as televised golf tournaments, the production of a major film or video, etc. and other such events that are organized with the intent of making either a direct or indirect financial gain).

Special Event Fees

The daily fees associated with each type of Special event are \$100/day for Charitable Events and Social Events; \$1,500/day for Non-commercial Sports Events; and \$3,500 for the first day and \$1,000/day thereafter for Commercial Events. The daily fees for a Special Event lasting 60 days or less shall not exceed \$50,000.

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There will be an additional fee of \$30/day (not to exceed \$165) for each vehicle with over 4 wheels.

The General Manager of KICA, or his or her designee shall determine the amount of any Special Events Fees based on the information provided in this Application. Special Events Fees are subject to change if the information provided herein varies significantly from the actual number of workers, guests, vehicles, etc. involved with or participating in the Special Event.

Security Deposit

Host must submit a refundable deposit along with this Application. The deposit shall be generally \$500 for Charitable Events, Social Events and Non-commercial Sports Events; \$1,000 for Commercial Events; or such other amount as determined by the General Manager of KICA. The refund of the deposit shall be in the sole, but reasonable, discretion of the General Manager of KICA, as provided in paragraph 4 of the Special Events Agreement.

Please provide the following information:

KICA: Kiawah Island Community Association, Inc., A South Carolina not-for-profit corporation whose address for notice purposes shall be:

Kiawah Island Community Association, Inc.
23 Beachwalker Drive
Kiawah Island, SC 29455
Attention: General Manager
Telephone: (843) 768-9194
Fax: (843) 768-4019
Email: KICAadmin@kiawah-owners.org

Host*: _____, a _____
whose address for notice purposes shall be:

Contact:
Telephone:
Fax:
Email:

- * If Host is not (i) a Kiawah Island property owner; (ii) an organization made up of Kiawah Island property owners; (iii) the Town of Kiawah Island; (iv) KRA; (v) Kiawah Island Golf Resort; (vi) Kiawah Island Club; (vii) the Governor's Club; or (viii) KICA, a Sponsor from one of these categories will also be required.

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Sponsor: _____, whose address for notice purposes shall be

Contact:
Telephone:
Fax:
Email:

Special Event: (Category & a brief narrative describing the Special Event)

Category: _____

Description:

Special Events Application

Proposed Location of Special Event: (include any common areas that may be used for parking, etc. & provide diagram)

Commencement Date and Time: _____ at _____ a.m. / p.m.
(include time for set-up and site preparation; and any limitations on early access)

Ending Date and Time: _____ at _____ a.m. / p.m.
(include time for clean-up and any restrictions on access after conclusion of actual Special Event)

Estimated Number of Workers/Volunteers for Special Event: _____ (excluding Kiawah Island property owners) (in addition to employees and independent contractors of the proposed location of the Special Event)

Estimated Number of Guests: _____ (excluding Kiawah Island property owners)

Estimated Number Vehicle Gate Access Passes Required: _____

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Number of Vehicles Having in Excess of four (4) Wheels: _____

(**IMPORTANT:** This special events policy, and the fees herein, do not supersede KICA’s Commercial Vehicle Access program, or other existing or future policies KICA may adopt, for which additional fees may apply. Contact the Assistant Director of Security at 768-2654 for information.)

Special Equipment: (eg, trailers, tents, signage, portable toilets, bandstands, etc.) Please provide diagram showing intended placement of equipment if on other than Host’s property.

Additional Security/Law Enforcement Needs: (to be co-coordinated with KICA Director of Security)

Additional Provisions:

Upon approval of this Application, KICA will provide Host with a Special Events Agreement. Host must execute the Special Events Agreement and return it to KICA within ten (10) days of its receipt of it in order to bind KICA and Host with respect to the Special Event.

To be completed by KICA representative:	
Approval Status: (Granted, Denied or Pending Receipt of Further Information)	
Amount of Deposit Required: _____ Estimated Amount of Special Event Fee:	
_____	_____
Authorized by	Date