



KIAWAH RIVER

EVENT VENUE
GUIDELINES



KIAWAH RIVER

CHARLESTON SEA ISLANDS

South Carolina

Event Venue Guidelines



General Guidelines

The use of all Kiawah River facilities by residents or guests for private parties is encouraged, provided such party does not interfere with the normal operation of the facility or with the services normally available to residents and guests. Reservations for such functions are required in advance through facility management.

Kiawah River may accommodate resident-sponsored events such as rehearsal dinners and special celebrations at any venue location. The sponsor of the private party shall be responsible for the conduct of the guests, for any damage to the facilities, and for the payment of any charges not paid by guests attending the private party. Spring House Hospitality Management (SHHM), Kiawah River Community Association (KRCA), and Kiawah River Investment (KRI) are not responsible for any items left on the property.

Kiawah River is first and foremost a residential community. While we strive to provide an excellent event venue space and service, our first priority is the property and the homeowners living in the community. Kiawah River does not guarantee that construction or property guests will not be within visible or audible range of the event venue space on event day. For those booking community spaces, to include the Spring House, residents and guests may be visible from the event space during pool and fitness operating hours.

Catering

All private events at the Spring House must use our in-house catering team. Outside food or beverage vendors are allowed at the discretion of venue management but will incur an additional fee. The Spring House team is not responsible for managing or ensuring the quality of external food and beverage. For all other event venues on-site, outside catering is not provided must be arranged through your preferred planner. We can provide a list of recommended vendors, but all caterers must be licensed and insured.

All vendors and bar services will remove all trash from property at the end of the event. All catering, dishes, and bar equipment must be removed off site on the night of the event.

Facility/Grounds Conditions

Trees and roots cannot be punctured, trimmed, or used to hold/hang heavy objects. Requests to trim branches must be approved by the venue manager and completed by a designated Kiawah River team member. Heavy installations

or machinery may not be placed on oak tree roots or anywhere that could damage trees. Vehicles and heavy equipment are prohibited on grass or walking paths and restricted to paved or gravel roadways and parking lots only.

All furniture and property, such as fire cauldrons, belong to Kiawah River and may be available for use. Any furniture or property requested to be moved or removed should be coordinated with facilities management and may incur a removal fee. Kiawah River staff are not responsible for moving furniture. All furniture or property that is moved must be returned to its original position and condition by the end of the booking. Requests for furniture removal must be submitted 30 days prior to the event.

Trash must be properly discarded during the entirety of booking duration and upon conclusion of booked dates. All trash and items must be removed from the grounds. Kiawah River is not responsible for providing trash receptacles or trash service. It is the responsibility of the planner/licensee to arrange garbage removal. If the property is not returned to its original condition, upon conclusion of the event, it could result in forfeiting of the security deposit.

Farmhouse Conditions

This venue includes the area surrounding the Kiawah River Real Estate Center, also known as the Farmhouse and Cookhouse. The Real Estate Center is unavailable to private event/wedding guests and vendors. The real estate center may operate during the event, with hours of 9:00 a.m. - 5:00 p.m. (Monday-Friday) and 10:00 a.m. - 5:00 p.m. (Saturday and Sunday). Food and beverages belonging to Kiawah River are not for guest consumption. During the rental period, especially setup and breakdown, activities may not block entrances, walkways, or parking lots or hinder real estate business. Grounds must remain tidy during setup and breakdown.

Fiddler's Point Conditions

This venue is an open field located on the waterfront between Coastal Expeditions Outfitters and the Bungalows, near the community dock. While renting this space, please note that access to the dock remains open to residents throughout your event. However, the area may be temporarily restricted for up to 45 minutes at the venue manager's discretion.

For a more seamless experience, we recommend renting the adjacent bungalows for the duration of your event. If you choose to do so, you can book through SEWE Rentals and receive a 20% discount on your stay.



Event Venue Guidelines



Vendors

Based on the nature of the event, a licensed and insured event planner may be required, at the discretion of the facilities management. However, all wedding related and/or large events will require a full-service, or partial-service licensed event or meeting planner. This required planner must have a business license and carry commercially responsible levels of general liability insurance. To ensure proper care and use of Kiawah River and its facilities they must also be on the list of approved planners.

All bands, DJs, or any additional amplified sound must conclude by 10:30 p.m., and cannot face the direction of the water.

The event planner (or licensee) is responsible for relaying all venue rules to vendors.

Restrooms

The Spring House and Fiddler's Point offer restroom facilities on site, however accommodations may be required for mobile restroom services at other Kiawah River venue locations. The Farmhouse and Cookhouse restrooms are for the use of Kiawah River Real Estate team members only. The Farmhouse and Cookhouse facility bathrooms are not accessible to private event/wedding attendees, guests, or vendors during the event and throughout the rental period (including setup and breakdown). Rental of restroom trailers must accommodate all persons associated with the private event/wedding throughout the entirety of the rental period.

The location of the restroom trailers must be provided 30 days in advance of the event and approved by the venue manager.

Site Décor

No nails, screws, staples, or penetrating items should be used on trees, wood, fire pits, other fine surfaces or any personal property. Sparklers, open flame candelabras, and any additional open fire hazard are prohibited, with the exception of fire pits, or otherwise approved by the venue manager. Smoking is also prohibited on-site or within a one hundred foot radius of the venue.

Pets and glass products of any kind are strictly prohibited in or around any pool facilities.

Kiawah River is not responsible for providing on-site power sources for all electrical or other power requirements. This

includes decorations, restrooms, musical acts, etc. Locations for any generators should be approved 30 days prior to the event with venue manager.

Venue Fees

Pricing for the Farmhouse, Fiddler's Point, and Spring House venues are listed below. All other pricing for venue locations on property are available upon request.

A non-refundable (50%) deposit of the event fee to hold the event date is due and payable and shall count towards the required event fee. The remainder (50%) of the event fee shall be due and payable sixty (60) days prior to the event date.

A cancellation at any time will forfeit the original 50% payment. A cancellation within 60 days of the event date is subject to forfeiting of all fees paid.

All payments must be made by check or credit card, except for the security deposit, which must be paid by check. Checks should be made payable to Spring House Hospitality Management and sent to the following address:

Attn: Mike Shelor (Events)
320 Broad Street, Suite 600
Charleston, SC 29401

Farmhouse Venue

A \$2,000 security deposit is due upon completion of the venue contract and will be refunded within 30 days following the event date, given that the event space and any property used is returned to its original condition.

One-Day Rental: \$8,000

Set up and breakdown must take place from 8 a.m. – 8 p.m. unless otherwise approved by Event Operations Manager

Three-Day Rental (For usage of larger events to allow for set up and breakdown)

Peak Season: \$17,500 (March, April, May, September, October, and November)

Off Season: \$15,000 (January, February, June, July, August, and December)



Event Venue Guidelines



Venue Fees (continued)

Fiddler's Point

A \$2,000 security deposit is due upon completion of the venue contract and will be refunded within 30 days following the event date, given that the event space and any property used is returned to its original condition.

One-Day Rental: \$6,000

Three-Day Rental: \$15,000 (year round)

Spring House

The following venue fees apply to events that would occur within a 4-hour time frame. Anything requiring additional time (not including set-up and break-down) may be subject to additional fees and is at the discretion of facility management.

A security deposit is due upon completion of the venue contract for usage of the Loft or Café of \$500, and a \$1,000 for the pool deck. Refunds will be within 30 days following the event date, given that the event space and any property used is returned to its original condition.

A food and beverage minimum will be required based on the number of guests and at the discretion of the facility manager. If the minimum is not met, the remaining balance is due following the event.

For all private functions, a twenty percent (20%) service charge is added to all food and beverage charges, as well as South Carolina sales and liquor tax, if applicable. A five percent (5%) coordination fee on all food and beverage, rentals, and outside contracted services may also be applied at the discretion of Spring House Hospitality Management.

Spring House Event Fees

		Daytime (8 a.m. - 3 p.m.)	Evening (4 p.m. - 10 p.m.)
Pool Deck and Café <i>Maximum 160</i>	Year-round rate	\$4,500	\$6,000
Lower Deck <i>Maximum 20</i>	Year-round rate	\$1,000	\$2,000
The Café <i>First Floor, Maximum 40</i>	Year-round rate	\$1,000	\$2,000
The Veranda <i>Conference Room, Maximum 8</i>	Year-round rate	\$300	\$500
The Loft <i>Third Floor, Maximum 50</i>	Year-round rate	\$1,200	\$2,500
Extended Hours	The venue fees above apply to events that would occur within a 4-hour time frame. Anything requiring additional time (not including set-up and break-down) may be subject to additional fees and is at the discretion of Spring House management.		

