



Town of Kiawah Island Special Event Licensing Policy Effective May 1, 2022

The Town has changed its special event licensing policy effective May 1, 2022.

Event planners will have the option either to get an umbrella special event license for each event to cover all their vendors or have each individual vendor get a Town of Kiawah standard business license.

If an event planner chooses to have each vendor individually get a standard business license, the Town will only contact the vendors one time to give them the information about how to get one. Event planners will ultimately be responsible for making sure their vendors are all individually licensed before the event. A special event application submitted by an event planner will not be approved until each vendor is licensed with the Town. If a vendor fails to get a business license before the event, then they will be issued a court citation for failure to get a business license.

Below are the umbrella special event license fees, which are based on the number of event attendees.

Attendees	Special Event Permit Fee
16 – 499	\$250
500 – 999	\$500
1,000-2,499	\$1,000
2,500-4,999	\$2,500
5,000-9,999	\$5,000
10,000-19,999	\$10,000
20,000 and over	\$20,000

If an event planner decides to have each vendor get a standard business license, the license fees for each vendor would vary based on their class and income they make from the event. The standard 2022 business license rates and instructions can be found on the Town's business license page:

<https://www.kiawahisland.org/business-licenses/> .

If you have any questions, please contact the Town's finance department at 843-768-9166.