



THE SANCTUARY AT KIAWAH ISLAND

### Group Referral Reward Program

If you know someone in an outside organization who could bring a meeting to our property, we will pay you a referral fee as a reward for bringing business to us. This referral fee will be 1.5 percent of all actualized room revenue for a business that qualifies within the guidelines below. Referral fees will be based on room revenue actualized, not contracted, and therefore, paid upon the completion of the meeting and the settlement of the master account:

1. The group must not have met at the Resort within the past 3 years.
2. The group must not have contacted the Resort in advance of the referral.
3. The Director of Group Sales must approve the group, and the group must sign a contract for the space.
4. The group must book ten rooms or more on at least one "peak" night.

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Other Information (Rooms, Dates, Etc.):** \_\_\_\_\_

**Referring Employee:** \_\_\_\_\_

**Sales Manager Assigned:** \_\_\_\_\_

Referral payments will not exceed \$1, 500 and will be subject to applicable withholdings. You must still be employed at the Resort to receive payment. The Director of Sales or the Director of Sales and Marketing will resolve any discrepancies.

Please return this form to the Director of Sales with any potential referrals. We greatly appreciate your referrals, as the increased business will benefit everyone.