



MALTA SOCIETY OF ARTS

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Palazzo de La Salle, 219 Republic Street, Valletta VLT 1116 Tel.
21244400, 21244339 Email: info@artsmalta.org

HIRE OF CONCERT HALL/GALLERIES/COURTYARD**APPLICATION FORM - EVENTS**

Applicant's Details				
Name of Applicant	MSA Member	YES	NO	Membership No.
Name of Organisation / Company (if applicable):	Co. Reg No. (if applicable):			
	V.O. No. (if applicable):			
Address:	I.D. No.			
	Tel. No.			
	Mobile No.			
Post Code:	Email address:			

Event Details												
Title of Event		Duration of Event (days/weeks/months)										
Type of Event	Art Exhibition	Duration of Booking (including preparation/assembly/dismantling)										
	Concert	Preferred Event date/s										
	Conference	Range of possible dates of Event (Months)	From:	To:								
	Other											
Brief description of Event (max. 30 words):		<table border="1"> <tr> <td>Gallery 1</td> <td>Conference Room (seats 20)</td> </tr> <tr> <td>Gallery 2</td> <td>Concert Hall (seats 140-150)</td> </tr> <tr> <td>Gallery 3</td> <td>Courtyard (seats 80)</td> </tr> <tr> <td>Gallery 4</td> <td>Basement Vaults</td> </tr> </table>			Gallery 1	Conference Room (seats 20)	Gallery 2	Concert Hall (seats 140-150)	Gallery 3	Courtyard (seats 80)	Gallery 4	Basement Vaults
Gallery 1	Conference Room (seats 20)											
Gallery 2	Concert Hall (seats 140-150)											
Gallery 3	Courtyard (seats 80)											
Gallery 4	Basement Vaults											
Additional items required												
Piano	PA	Projector	Music Stand/s									
Table/s	Chairs	Catering	Additional Lighting									

Applicant's Checklist	
Applicant's CV / Statute (in the case of organisations)	
Artist's CV and Portfolio of previous works (min 10 pics)	
Detailed project proposal including sample photographs of artworks to be exhibited (in case of Exhibition applications)	

Payment Details (to be completed by MSA) *		indicative pricing	Amount
Use of Art Galleries		€100 per Hall per Week	
Use of Concert Hall		€150 per Event	
Use of Conference Room		€100 per Event	
Use of Courtyard / Basement vaults		€100 per Event	
Hire of Steinway Grand Piano		€ 50 (in Concert Hall only)	
Hire of Public Address system		€ 50	
Hire of Projector & Screen		€ 50	
Lights & Sound operator		€ 25 / hr	
Custodian Overtime hours		€12/hr (<i>weekdays</i>) €15/hr (<i>weekends</i>)	
Piano-tuning		€ 60	
Other Expenses (catering, etc.)			
		Total	
Deposit paid	Cheque No.	Cash	Date

* Reduced rates for students, educational and charitable organisations, etc. may apply

Applicant's Declaration	
I have completed this Application Form after reading and agreeing to the Conditions of Agreement	
Applicant (Name in Block Letters)	Signature
obo (<i>Company / Organisation if applicable</i>):	
I.D. No.	Date:

NOTE:

Applications may be submitted all year round (*see applicable Closing Dates in Regulations*)

All applications will be referred to the Arts Advisory Board on the next Review Date (*see Schedule in Regulations*).

Applications will be processed by the Arts Selection Panel and the Applicant will be informed within 5 weeks of the Closing Date.

The decision of the Arts Advisory Board and endorsement or otherwise of the MSA Board is final.

For official use	
Application received date:	Endorsed by MSA Board on
Application received by:	Approved Not approved
Referred to Arts Selection Panel on:	Result communicated to applicant on:
Evaluation Date by Arts Selection Panel:	