



EXHIBITIONS APPLICATION GUIDELINES

HIRE OF ART GALLERIES COURTYARD

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

www.artsmalta.org

Our Mission Statement

“To be a centre aiming at promoting the visual, applied, performative and literary arts, and also for promoting any industrial branch. With this aim in view the MSA provides space and education whilst it also encourages a high level of achievement in the production of artistic work”.

Our History

The Malta Society of Arts was established in 1852 and is Malta's oldest institution for the promotion of the arts and crafts. The first home of the Society was Palazzo Xara in St. Lucy Street, Valletta. In 1923, the Society was granted the lease of Palazzo de La Salle in Republic Street - one of the grand palaces built by the Knights of St John during the 17th century.

Over the decades, the Society gave many of Malta's best-known artists bursaries, mentorship and a space to exhibit in. The history of the Society is deeply intertwined with, amongst others, Malta's Modern Art movements, and has been associated with varied high profile artists such as Antonio Sciortino, Willie & Vincent Apap and Emvin Cremona.

Apart from introducing training in diverse arts and crafts, the Society provided a number of services, including the evaluation of art and manufactured goods and a directory of local artists and artisans.

Palazzo de La Salle

Little documentation exists about the Palazzo. Its date of construction remains unclear, however, taking into account its architectural style, it was probably built in the early 1600's. It was certainly a residence of great distinction. In the late 17th Century it was the residence of the Prior of England and Venice, Fra Stefano Maria Lomellini, subsequently inherited by his nephew, an Italian knight. There is indication that it became the property of the Prior of Barletta, Fra Camillo Albertini in 1711. After he died in 1712, the property was handed over to the Treasury and bequeathed to the Order.

The Palazzo became the residence of the family of Grand Master Raymond Perellos Roccafull in 1713 until 1720, when it was donated to his nephews. Sometime around 1730 the building passed into the hands of the De La Salle brothers, two French noblemen appointed as bailiffs by the Order, and whose name remains associated with the Palazzo to this day. When the last of the brothers died in 1739, the Palazzo was inherited by Fra Tommaso Sammut. The ownership during the late 18th Century remains unclear.

A British merchant and subsequently a wealthy Maltese widow occupied the property during the 1800s. The Palazzo suffered various changes throughout this period, indicating that its guardians were more concerned with functionality rather than the preservation of its historical and artistic value.

The Grandmasters Hall and the Chapel on the first floor are the most impressive of the grand interior spaces. The ceiling painting in the Grandmasters Hall got detached from its support due to heavy WWII bombardment. Its restoration by Gianni Briffa was completed in 1952. Other additions to the Hall were four full-length canvas paintings of the Grandmasters painted by Dominic Micallef between 1926 and 1929.

In 1992 the Malta Environment and Planning Authority listed Palazzo de la Salle as a Grade 1 Scheduled Property.

Terms and Conditions for Exhibitions

1. APPLICATION

Application Requirements

Application for use of the Art Galleries and Courtyard will be considered by the MSA subject to submission of the following:

- a) A completed and signed MSA Application Form. In the case of a collective exhibition, one person should represent the group as Applicant and remain the contact person for the group throughout the planning stages and for the duration of the exhibition and its dismantling.
- b) Artist/s' CV and portfolio of previous works (min. 5 images).
- c) Applicant's CV (or statute in the case of an organisation).
- d) A detailed Project Proposal including sample images of artwork to be exhibited and a Curatorial Framework Plan where possible. The engagement of a curator for exhibitions is greatly encouraged.

Application Timeframes & Adjudication

- a) Applications may be submitted all year round, however there will be two dedicated calls for proposals per year.
- b) The first call will cover projects to be held between January and June of the year after the next. The second call will cover projects to be held between July and December of the following year.
- c) All applications will be referred to and adjudicated by the MSA's independent Art Advisory Board (AAB).
- d) Applicant will receive feedback / confirmation within ten (10) weeks of the closing of the call.
- e) Applicants may also be requested to provide further information, allow studio visits, etc., at the discretion of the AAB, before the booking is confirmed.
- f) The decision of the AAB and the endorsement or otherwise by the MSA Committee is final.

2. HIRE FEES & CONDITIONS

Fees:

Art Galleries	€ 400 per week
Courtyard	€ 150 per week
Staff	€ 15/hr (weekdays) € 20/hr (weekends)

Fees include the following:

- (a) Hire of the requested space/s.
- (b) Assistance in setting up/lighting of exhibition.
- (c) Manning of the exhibition spaces during opening times (see note below).
- (d) PR and promotion on the MSA website and online media prior to the event.

Note: In order to enable the MSA to promote an event, the details of the event are to be submitted as soon as possible but not less than 3 months prior to the holding of the event.

Payment schedule:

- a) A non-refundable deposit of 25% of the total fee is to be made on confirmation of application (following acceptance of the Exhibition by the MSA)
- b) The remainder of the fee is to be paid on the successful conclusion and dismantling of the Exhibition. This date will be indicated on the signed Agreement.

Applicant is obliged to take care of:

- a) Transport of artworks
- b) Disposal of packing material
- c) Mounting and dismantling of artworks
- d) Submitting images and text for online promotion by the MSA
- e) Printing of invitations / posters / promotional material, catalogues, etc.
- f) Any catering services required (in the courtyard only)
- g) Printing of banners to be hung on the facade and interior of the Palazzo
- h) Permits for loading and unloading

Printed Material

- a) The MSA logo is to appear on all printed material (leaflets, brochures, invitations, posters and other publications). A draft copy of all items is to be sent for approval by the MSA at admin@artsmalta.org prior to printing.
- b) Two (2) copies of promotional posters are to be given to the MSA for display at Palazzo de La Salle. A digital copy of the poster is also to be submitted for promotional purposes.
- c) Two (2) copies of all printed material are to be deposited with the MSA for record purposes.

Guidelines

- a) The Art Galleries may be booked for a minimum of three (3) weeks.
- b) In the case of solo exhibitions, exhibitors may not be allowed to apply for gallery use within two (2) years of a previous exhibition, unless a cancellation arises.
- c) Hanging of artworks to be exhibited will be carried out, under normal circumstances, four or five days before the inauguration, unless more time is required and this is communicated clearly in the Project Proposal.
- d) Mounting material will be provided by the MSA. No adhesive materials or nails may be used on the walls. The courtyard is reserved solely for free standing works.
- e) All labels should be attached to the works rather than the Gallery walls. An appropriate label template can be provided by the MSA. Price tags should not be attached with the artwork labels, but listed separately in a Price List sheet available for those interested in purchasing artworks.
- f) Display material (posters/banners) should be prepared according to specifications provided by MSA to allow appropriate exposure on the façade of the palazzo. Banners are to be either 100x100cm or 156x61cm.
- g) Inauguration of exhibitions will normally be held on Thursday evenings, 7pm - 10pm.
- h) All artwork may be sold by the artist/s or Applicant. No commission will be charged on sale of art works by the MSA.

- i) No art work may be removed from the exhibition during the period booked unless in agreement with the MSA, in which case a replacement is to be exhibited.
- j) All sold works are to be released to their buyer, and money collected, by the Artist / Applicant according to the fiscal laws of Malta. The MSA is not responsible for processing the sale of items.
- k) All works exhibited on the premises remain the responsibility of the applicant.
- l) At the end of the exhibition, the MSA would appreciate if a representative piece of work from those being exhibited is to be presented to the MSA. This work will form part of the MSA's permanent art collection.

Art Galleries Opening Days & Hours:

Winter

1st October - 14th June

Monday to Friday:	9am - 7pm
Saturdays:	9am - 1:30pm
Sundays:	Closed (unless requested)
Public Holidays:	Closed (unless requested)

Summer

15th June - 30th September

Monday	9am - 7pm
Tuesday to Thursday	8am - 12pm, 4pm - 7pm
Friday	8am - 7pm
Saturday	9am - 1:30pm
Sundays:	Closed (unless requested)
Public Holidays	Closed (unless requested)

3. INSURANCE

The Applicant is encouraged to insure all artworks being exhibited for the entire duration of their permanence at the MSA. An All Risk Straight Cover should be secured by the Applicant and a copy of the cover should be presented to the MSA on the first day of the artworks' permanence at the MSA.

4. INAUGURATION OF EXHIBITIONS

- a) The MSA is to be informed who will be inaugurating the exhibition/event.
- b) If a reception is involved, drinks for the reception can be delivered and stored at Palazzo De La Salle a day before the inauguration. The MSA is to be advised of delivery times within office hours.
- c) Catering services: The cost and organisation of catering services for any reception is the sole responsibility of the applicant.
- d) Following the official opening, the applicant must remove remaining drinks, empty bottles, glasses and other related items from the Catering room.

- e) Ten invitations (10) are to be allocated for MSA Committee Members.

Note: No food and drink is allowed in the whole of the first floor of the Palace.

5. MEDIA & PUBLICITY

- a) All events taking place at Palazzo de La Salle will be promoted by the MSA through its Website, Facebook Page, Instagram Page, Whatson email and in the local media. The event will also be included on the MSA Cultural Calendar distributed to the local media.
- b) To this end, no less than two months notice prior to the event, Applicant is to submit all details including visual material to the MSA via email.
- c) The applicant's contact details will be supplied to the local media for promotional purposes.
- d) The MSA is to be supplied with a copy of any published press releases for its records.

6. SPECIAL CONDITIONS

- a) In exceptional circumstances the MSA reserves the right to postpone, shorten or cancel exhibition dates
- b) During the duration of an exhibition, the MSA reserves the right to use the galleries for its own and other activities.

Agreement

Signed in agreement with the above conditions

Applicant

name

signature

date

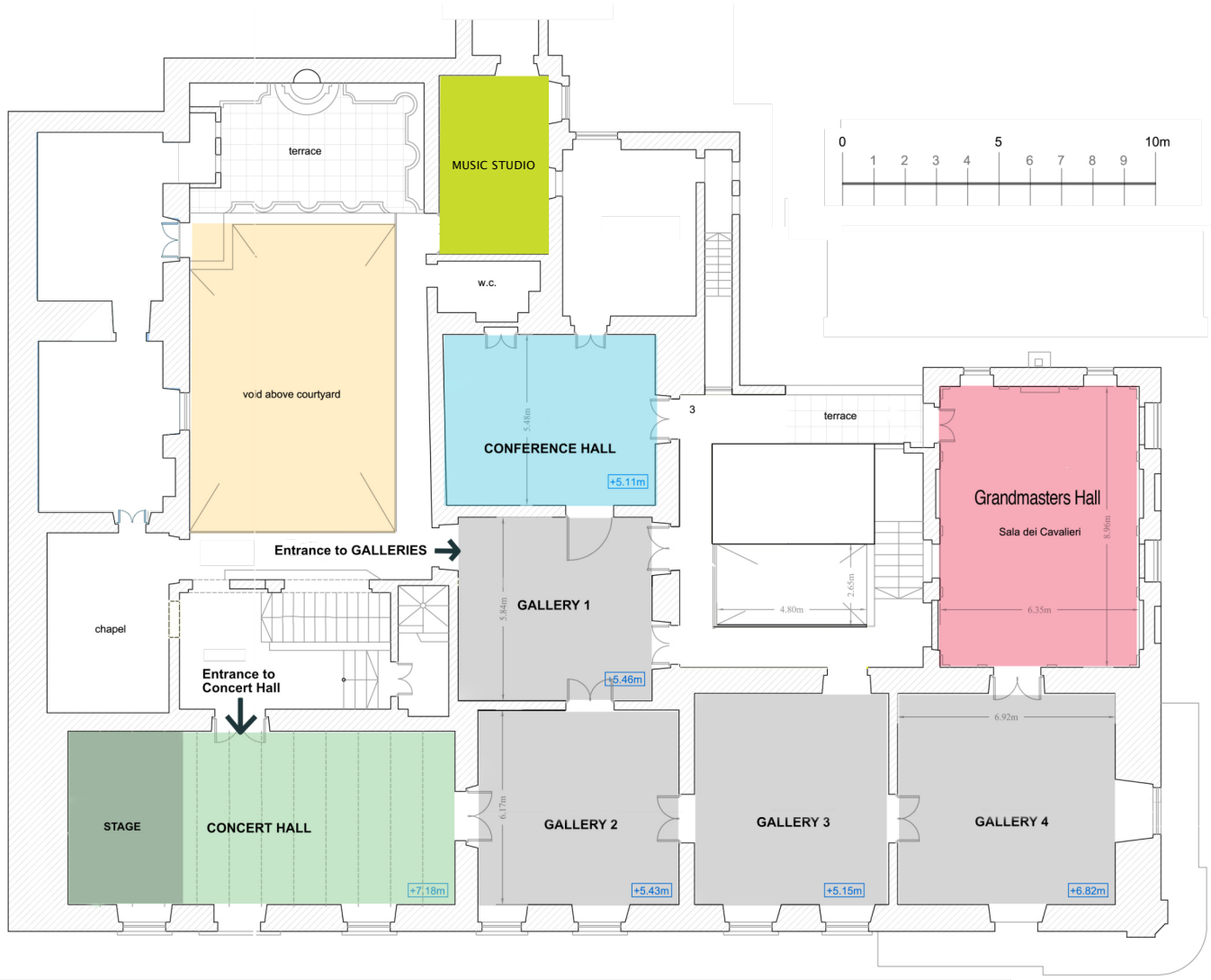
MSA Manager

name

signature

I declare that all my artworks are covered by an insurance policy with _____

FIRST FLOOR PLAN AT PALAZZO DE LA SALLE



SPATIAL CHARACTERISTICS

Concert Hall	12.35 m x 5.55 m x 7.20 m high
Conference Room	6.80 m x 5.85 m x 5.10 m high
Gallery 1	6.40 m x 6.40 m x 5.45 m high
Gallery 2	6.40 m x 6.20 m x 5.45 m high
Gallery 3	7.10 m x 6.80 m x 5.15 m high
Gallery 4	6.90 m x 6.80 m x 5.15 m high
Grandmasters Hall	6.36 m x 8.95 m x 6.50 m high
Music Studio	5.70 m x 3.50 m x 3.00 m high