Malta Society of Arts

EVENTS APPLICATION GUIDELINES

HIRE OF

CONCERT HALL

COURTYARD

GRANDMASTERS HALL

CONFERENCE ROOM

BASEMENT VAULTS

MUSIC STUDIO

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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 WII 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 Events

1. APPLICATION

Application Requirements

Application for use of the Concert Hall, Grandmasters Hall, Courtyard and other spaces 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 group performance or event, one person should represent the group as Applicant and remain the contact person for the group throughout the planning stages and during the performance.

b) A Project Proposal is to be submitted including a list of performers/speakers and a detailed programme of the event.

Application Timeframes

Applications may be submitted all year round. Applicant will receive feedback / confirmation within 7 days of application. Applicants may also be requested to provide further information before the booking is confirmed.

2. HIRE FEES & CONDITIONS

Fees:

Concert Hall	€ 180 per Event
Grandmasters Hall	€ 180 per event
Conference Room	€ 100 per Event
Courtyard	€ 175 per Event
Basement Vaults	€ 150 per Event / Exhibition per week
Music Studio	€ 50 per Event
Use of *Steinway* Grand piano	€ 50 *(in Concert Hall only)*
Use of *Bluthner* Baby Grand piano	€ 50 *(in Grandmasters Hall only)*
Use of Public Address system	€ 50
Use of Projector/screen	€ 50 *(in Concert Hall only)*
Lights & Sound operator	€ 30/hr *(upon request)*
Staff	€ 20/hr *(weekdays)*, € 25/hr *(weekends)*
Piano tuning	€ 95 *(weekdays),* €108 *(weekends)*

Fees include the following:

(a) Hire of the requested space/s
(b) Basic lights & sound system
(c) Assistance in setting up
Note: The lighting and sound systems in the Concert Hall are to be handled only by the MSA's personnel unless qualified persons are engaged by the Applicant and approved by the MSA.
(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.
(e) Cleaning of spaces
(f) Hire of pianos does not include tuning fees

Payment schedule:

A non-refundable deposit of 25% is to be made on confirmation of quotation.
The remainder of the fee is to be paid on the successful conclusion and dismantling of the event. This date will be indicated on the signed Agreement.

Applicant is obliged to take care of:

(a) Transport of equipment / furniture
(b) Mounting and dismantling of equipment / furniture
(c) Submitting information details for online promotion by the MSA
(d) Invitations / posters / printing of promotional material, catalogues, etc.
(e) Any catering services required (in the courtyard only)

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 to **admin@artsmalta.org** prior to printing.

(b) Two 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 copies of all printed material are to be deposited with the MSA for record purposes.

Events

(a) The MSA will provide one staff member during the Event and the applicant will cover the cost involved.

(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) After the event, the applicant must remove remaining drinks, empty bottles, glasses and other related items from the Catering room.

(e) Two (2) tickets to a performances in the Concert Hall are to be reserved for the MSA

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

3. MEDIA & PUBLICITY

(a) All events taking place at Palazzo de La Salle will be promoted by the MSA through its Website, Facebook Group and 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.

(c) The MSA is to be supplied with a copy of any published press releases for its records.

4. SPECIAL CONDITIONS

(a) In exceptional circumstances the MSA reserves the right to postpone, shorten or cancel event dates.

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