



EVENTS APPLICATION GUIDELINES

HIRE OF CONCERT HALL / COURTYARD/ CONFERENCE ROOM



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MALTA SOCIETY OF ARTS

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, Emvin Cremona and Carmelo Mangion.

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 1570s. It was certainly a residence of great distinction but its owners and occupants during its early history are unknown.

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 & CONDITIONS FOR EVENTS

1. APPLICATION

Application Requirements:

Application for use of the Concert Hall, Courtyard and Conference Room 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 plus a detailed programme of the event.

Application Timeframes:

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

2. HIRE FEES/CONDITIONS OF USE

Fees:

Concert Hall	€150 per Event
Conference Room	€100 per Event
Courtyard	€150 per Event
Use of Steinway Grand piano	€ 50 (in Concert Hall only)
Use of Public Address system	€ 50
Use of Projector/Screen	€ 50
Lights & Sound operator	€ 25/hr (upon request)
Custodian overtime hours	€ 12/hr (weekdays), € 15/hr (weekends)
Piano tuning	€ 71 (upon request)

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 or a qualified person engaged by the MSA upon request.*

- 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 no less than three (3) months prior to the holding of the event.

- e) Cleaning of space/s
- f) Hire of piano does not include tuning fees

Payment schedule:

- a) A non-refundable deposit of €50 is to be made on confirmation of application (following confirmation of the Event by the MSA).

- b) The remainder of the fee is to be paid by the 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
- b) Mounting and dismantling of equipment/furniture
- c) information details for online promotion by the MSA
- d) Invitations / posters / printing of promotional material, etc.(where applicable)

Printed Material:

- a) The Palazzo de La Salle 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(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.

Event:

- a) The MSA will provide one custodian 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 one (1) day before the event. The MSA is to be advised of delivery times within office hours.
- c) The cost and organization 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 performance in the Concert Hall are to be reserved for the MSA.

Note: No food and drinks are allowed in the Art Galleries and Concert Hall on the first floor.

3. MEDIA & PUBLICITY

- a) All Events taking place at Palazzo de La Salle will be promoted by the MSA through its Website, Facebook Group, FacebookPage, 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 three (3) 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.

4. SPECIAL CONDITIONS

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

AGREEMENT

Signed in agreement with the above conditions

Applicant

MSA Manager

Name

Name

Signature

Signature

Date

SPATIAL CHARACTERISTICS

Concert Hall	12.35 m x 5.55 m x 7.20 m high
Conference Hall	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



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EXISTING FIRST FLOOR PLAN

