



## PRACTICAL ADVICE FOR FUTURE RESIDENTS

You will stay in the Marais or Montmartre sites of the Cité internationale des arts. They are located at the 18 rue de l'Hôtel de Ville in the 4<sup>th</sup> district in Paris (75004) and 24 rue Norvins in the 18<sup>th</sup> district in Paris (75018).

To optimally prepare for your arrival and residency at the Cité internationale des arts, you are kindly requested to carefully read your LETTER OF INVITATION, the GENERAL REGULATIONS and this PRACTICAL ADVICE. Please also refer to our frequently asked questions (FAQ) on Cité internationale des arts website <http://www.citedesartsparis.fr/residences/faq>.

### **Prior to your arrival:**

It is important to contact us before the beginning of your stay to let us know the day and the approximate time of your arrival at the Cité internationale des arts, and whether or not you will be accompanied. You are requested to respect the arrival and departure dates stated in your LETTER OF INVITATION.

**Deposit:** If you have to pay a deposit, it must be paid before the date specified in your LETTER OF INVITATION, and according to the terms defined in this letter.

**Visas:** Before your departure, do not forget to check compliance with administrative requirements. If a visa is required to cover the duration of your stay in France, the French Consulate in your country will consider your visa or residence card application; there can sometimes be lengthy processing delays.

**Insurance:** The Cité internationale des arts is insured against all risks for which it is liable. This insurance does not cover your personal effects, your artworks or the possible damage you may cause (breaking glass, key, door or housing components such as the sink, furniture etc.). They must be covered by your own insurance policy.

**Health Insurance:** You must take out health insurance to cover possible health expenses or hospital costs and repatriation costs.

**Bringing artworks to France:** If you intend to bring any of your works to France, please contact customs to inform yourself of requirements and procedures.

**Passport photos:** You are kindly requested to send us 2 passport-sized photos (not scanned copies), one for our files and another for the Museum-Card that entitles you to reduced entry charge in most Parisian Museums.

### **How to get to the Cité internationale des arts – Marais site:**

**Plane Roissy Charles de Gaulle:** Take the RER B towards Massy-Palaiseau until you reach Châtelet les Halles station. Change there to the subway line 7 headed in the direction of Mairie d'Ivry or Villejuif and get off at Pont Marie station (a combined RER + subway ticket costs about 10€).

**Orly:** Take the tram n° 7 towards Villejuif-Louis Aragon until you reach Villejuif-Louis Aragon station (last stop). Get off and take the subway line 7 headed in the direction of La Courneuve until you reach Pont Marie station (the ticket costs about 10€).

**Beauvais:** Take the direct Bus to the center of Paris operated by Beauvais Airport. Get off at Porte Maillot station (last stop) and take the subway line 1 towards Château de Vincennes until you reach Palais Royal-Musée du Louvre station. Change there to the subway line 7 towards Mairie d'Ivry or Villejuif and get off at Pont Marie station.

**Train Gare du Nord:** Take the subway line 4 towards Porte d'Orléans until you reach Châtelet les Halles station. Change there to the subway line 7 towards Mairie d'Ivry or Villejuif and get off at Pont Marie station.



**Gare de l'Est:** Take the subway line 7 towards Mairie d'Ivry or Villejuif until you reach Pont Marie station.

The Cité internationale des arts building faces the Pont Marie subway station exit. Please note that you will be responsible for your own trip to the Cité internationale des arts. Be careful if you have to go through Châtelet les Halles station, there is a 10 minutes' walk with stairs, escalator and moving walkway.

**By Taxi:** A new flat-rate was set up to go from the airports to the center of Paris. It will cost 50€ to reach the Cité internationale des arts from Charles de Gaulle airport and 35€ from Orly airport. Beware of the taxi company, don't forget to check that the pricing policy complies with this new rate.

**By Car:** Residents may request a parking space. Spaces are subject to availability and may be requested by contacting [mariejeanne.arroyo@citedesartsparis.fr](mailto:mariejeanne.arroyo@citedesartsparis.fr). The monthly charge is 145 €.

### **Reception:**

The reception desk is open 24 hours a day. After 10 pm, the gate is closed. You will have to ring and wait for the night guardian. On Saturdays and Sundays and at night, the night guardian may conduct rounds; please be patient.

**Internet:** A WIFI connection is available for all studios on the site of the Marais, its cost is included in the monthly services. If you wish to arrange a professional access or if you are on the Montmartre site, please subscribe to an Internet service provider (Orange, Free, SFR...) who will require a personal bank account opened in France. The Cité internationale des arts will be able to facilitate this administrative step with some banks.

**Postal mail:** Letters sent to you at the Cité internationale des arts should be addressed to:

*Monsieur or Madame... (last name and first name)*

*Cité internationale des arts*

*18, rue de l'Hôtel de Ville*

*75180 PARIS Cedex 04*

*FRANCE*

After your departure, your mail will be forwarded to your new address for a period of 2 months.

**Telephone:** The main phone number of the Cité internationale des arts is (+33) 01 42 78 71 72. The switchboard operator transfers calls to you. If you are out, only urgent messages will be taken from your correspondents. From midnight to 7 am, the operator who forwards the calls does security rounds. Please inform your foreign correspondents so that they can call back later if there is no answer.

Each studio on the Marais site is equipped with a telephone that allows communication within the Cité internationale des arts. For outside phone calls, you can buy a SIM card to be used in your cell phone. A pay phone is located in lobby of the main building. If you are staying for more than 3 months, you may subscribe to a private line. The procedures to obtain this line cannot be carried out before your arrival.

**Fax machine:** You can receive faxes: (+33) 01 42 74 36 93.

### **Residency-studio:**

All the studios have a large working room, a bed, a bathroom and an equipped kitchenette (refrigerator and electric cooking plates). All the laundry and blankets are supplied. You should bring your own towels. The dishes are supplied, but not the dish towels nor the cleaning products.

The electrical current supplied to residency-studios varies from 2 to 3 Kwatts.

We remind you that the studio is a residency-studio. In no circumstances may it be converted into a lodging with your own furniture.

You are responsible for the cleaning of your residency-studio, the staff of the Cité internationale des arts do not provide assistance. Upon departure, please leave your studio in the state it was upon your arrival.

A few baby cots are available. You must request this prior to arrival.

**Laundry:** Coin-operated washing (3€) and spin-dry (2€) machines are available for residents. The Cité internationale des arts has no facility for ironing.



### **Service charges**

Service charges must be paid at the beginning of each month in euros. Given that you pay service charges and not rent, you are not eligible for the housing benefit called APL.

No more than one person (additional fee: 160€) and a young child (117€ for a child under 7) can stay in your studio for the entire residency.

If you wish to host a guest, you must request from the reception desk (for 1 week or less: 129€, up to 1 month: 233€).

### **Cultural events:**

**Museum pass:** You are eligible for a pass entitling you to a reduced entry charge in most Parisian museums. You can request this at the reception desk. A passport photograph is required.

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**French lessons:** French language lessons are held twice weekly. The cost is 10€ per lesson (two hours).

**Rehearsal studios:** The rehearsal studios at the Cité internationale des arts are equipped with upright and baby grand pianos, plus a 16 stop organ. Users must pay a service charge.

**Collective studios:** Studios for printmaking and silkscreen plus a ceramics kiln are available for professional artists. Users must pay a contribution to costs. **For further information or booking, contact [espaces@citedesartsparis.fr](mailto:espaces@citedesartsparis.fr)**

**Cultural projects:** During their stay, artists who wish to organize an artistic project (concert, exhibitions, performances, etc.) in one of the spaces of the Cité internationale des arts can contact the Cultural Programming Office ([programmation@citedesartsparis.fr](mailto:programmation@citedesartsparis.fr)).

The calendar of events is also available on [www.citedesartsparis.fr](http://www.citedesartsparis.fr).

**Open-Studios:** The artists have the possibility to organize « Open studios » in their workshop during their stay at the Cité internationale des arts. Artists in residency can send information about their open studio date to: [communication@citedesartsparis.fr](mailto:communication@citedesartsparis.fr). To know the modalities and procedure to organize an open studio, please consult the following guide: <http://bit.ly/openstudioprocedure2019>

**Communication:** As a resident of the Cité internationale des arts, the logo of the Cité internationale des arts must appear on all your communication media (printed and digital). You can request it from the communication department ([communication@citedesartsparis.fr](mailto:communication@citedesartsparis.fr)).

**Welcome to the Cité internationale des arts!**