



# Resident Handbook

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Welcome to Chateau Orquevaux Artist Residency! We are excited that you will be joining our creative community.

This handbook offers general information about the residency and Orquevaux, and provides some guidelines to help make your residency as pleasant and productive as possible. Please use it for reference throughout your stay.

If you have questions, please email  
[contact@chateauorquevaux.com](mailto:contact@chateauorquevaux.com)

## **ARRIVAL & DEPARTURE**

Flights from the USA are a day plus. Which means **flights leaving The USA on the 5th arrive on the 6th**. Factor that in with any reservations

**Room check in is at 3 pm.**

**Room checkout is 12 noon.**

**Above hours are usually not an issue or strict.**

Chateau Orquevaux Artist Residency is a scenic 3 hour journey from Paris, so arriving to Orquevaux in the early afternoon and departing in the morning we find to be the most comfortable.

Please fill out the [Travel Form](#) as soon as you have arranged itinerary.

### **Flight**

Our best experience has been flying from John F. Kennedy (JFK) Airport in New York to Charles du Gaulle (CDG) Airport in Paris.

We recommend finding a flight that will arrive to Paris in the morning, and booking a departure flight in late afternoon. The Chateau is 3 hours from airport and we would like you to try to arrive for The Welcome reception around 5:30 pm.

Please be aware of flight times and factor travel time to the airport.

If your flight leaves Charles du Gaulle (CDG) at 10 a.m. you will need to leave Chateau Orquevaux around 4:30 a.m.

We recommend booking departing flights for afternoon to early evening.

CDG - 3 hours from Orquevaux.

ORLY Airport - 3.5 hours distance.

GENEVA Airport - 4 hours distance.

## **Transportation**

Car rental at Charles du Gaulle Airport is easy and strongly recommended. Every car rental vendor is represented at the airport. AFTER BAGGAGE PICKUP GO OUT DOOR AND MAKE A LEFT. Walk to end. Look for signs like pictures below

If you don't own a GPS with French/European map - RENT A CAR WITH GPS. Do not rely on phone.

Make sure that before you are on your way they adjust the GPS to your language of choice.

Plug in Orquevaux and follow directions. We are the big house on the hill. You can't miss us.

If you choose not to rent a car you will need to take a taxi or UBER over to Gare de L'est train station (40-50 euros) and catch a train to Chaumont (Haute-Marne) 40 euros economy. We will arrange to pick you up from the train station. Please write us an email with the hour of your arrival.

Car service/Taxi is also available from the airport to the chateau. We can assist in reserving through a local agent. They charge around \$250 Euros each way.

CDG car rental pickup sign:



## **Arrival at the Residency**

On scheduled arrival day, our staff is available after 1pm to welcome new residents. Upon check-in, a staff member will greet you and lead you to your room and studio. On arrival day, there are campus orientation tours at 3pm and 4:45pm, a champagne reception around 5:30pm, and an opening dinner at 6pm. Departure is on the last date of your residency session—please plan to be out of your studio and room by 9am.

[Please complete our online Travel Form at least four weeks in advance of your arrival.](#)

## **TRAVEL INSURANCE**

Travel Insurance is essential. It is an inexpensive way to be reimbursed if there are any unexpected issues with your plans.

You will also be covered for a variety of other health or emergency situations.

## **SHIPPING & Mailing INFORMATION**

Arrangements for the shipping of packages are the responsibility of each Artist, you can use the post office in Manois or in Andalot.

Plan ahead if you require materials for specialized techniques that may not be available in France. You may bring supplies with you or ship supplies from mail order sources.

The Manois post office is a short drive from the village of Orquevaux. Artists are responsible for shipping their packages before they leave the residency.

## **STUDIOS**

All of our studio buildings are open to residents 24 hours a day and emphasize privacy and natural light.

Each studio is supplied with an easel, chair, ample wall space, and a large table for flat work.

### **Studio Etiquette**

Noise travels easily throughout the chateau studios. Please keep your studio door closed and use headphones if you plan to listen to music while working. If you leave your studio late at night, please check to see lights in bathroom and halls are off.

## **Health & Safety**

Chateau Orquevaux is concerned with all of our residents' health and safety. Proper chemical hygiene should always be used to reduce the risk of fire, maintain indoor air quality, and prevent sensitivities caused by overexposure.

There are special containers outside the kitchen door of the chateau and in the stables' studios where residents are asked to dispose the oil rags and other chemicals they are using.

**Fixatives and other aerosols must be sprayed outside.** Please show consideration for your neighbors when choosing how you use your art materials.

**International health insurance is required.**

## **Art Supplies**

We recommend either bringing or shipping brushes and possibly paint if you have a specific brand you prefer. To be really safe ship at least 4 weeks in advance. Address packages to -

**Chateau d'Orquevaux**

**att: YOUR NAME**

**18 Grand Rue**

**52700 Orquevaux, FRANCE**

THE POSTAL SERVICE/CUSTOMS CHARGE A TAX ON PACKAGES BASED ON YOUR DECLARED VALUE.

If your works are large we recommend painting on un-stretched canvas so it's easier to ship. It is a simple procedure and we will assist you with information on shipping your work and supplies via the post office.

[BazArt](#), located in Chaumont (**30 minutes away**), is a fully stocked art supply store selling paints, brushes, and mediums.

**Baz'Art is the closest location to order supplies in advance**

**[boutiquebazart@gmail.com](mailto:boutiquebazart@gmail.com)**

**32 rue Jules Trefousse**

**Tel: 09 83 64 74 80**

Opening hours are

Monday from 3pm to 6:30pm

Tuesday, Wednesday, Friday and Saturday

from 10am to 12am and from 2pm to 6:30pm

Thursday from 10am to 12am and from 2pm to 7:30pm

Cash and Visa/MasterCard are accepted.

*IF POSSIBLE SHOP LOCALLY FROM Baz'art SHOP. BUT IF YOU NEED MORE SPECIFIC ITEMS Le Géant IS GREAT.*

<https://www.geant-beaux-arts.fr/>

### **Dalbe Dijon**

**18 rue Odebert**

**Tel: 03 80 30 89 15**

**Dijon (90 minutes away)**

**Monday: Closed**

**Tuesday - Saturday: 9:30 am - 12:30 pm**

**Afternoon: 2:30 pm - 7:00pm**

**Sunday: CLOSED**

Dalbe Dijon is an art store which is 90 minutes away from Chateau Orquevaux. It is not that far of a drive and Dijon is a great city to visit see some attractions and have lunch. The shop is medium in size and stocks more then just the basics.

### **Brico Marche**

**760 Rue Paul Melin**

**Tel: 03 29 06 03 08**

**Neufchateau (30 minutes away)**

**Monday - Saturday: 9:00 am - 12:00 pm**

**Afternoon: 2:00 pm - 7:00pm**

**Sunday: CLOSED**

Brico March is a sort of Home Depot type store which is 30 minutes away from Chateau Orquevaux. It has an aisle that stocks a bit of canvas and some paint and brushes in case of emergency. Not the first choice but can be a spot to get some stretched canvas for sure.

**Residency Program**

One of the most unique aspects of the Chateau Orquevaux residency program is the opportunity to observe how the artist influences the space and how the space influences the artist. Throughout each month, we host four Poetry and Writing Resident readings and two Open Studios events. Participation is not required, but all are welcome and encouraged to enjoy these optional opportunities for enrichment and discussion throughout the residency month. Below is more information about each of these programs.

**Open Studios**

There are two Open Studios events per residency month (two days before the end of each residency). This is an opportunity to share your work with the resident community and to walk around to view what others have been working on. Participation in open studios is completely optional.

**HOUSING**

The Chateau d'Orquevaux artist residency program includes housing in the chateau, the gatehouse, and 3 guesthouses in the village near the main gate. All accommodations are equipped with WiFi, salons, kitchen and laundry room. The guesthouses and gatehouse all have private bedrooms and offer more privacy. Artists residing in the guesthouses are assigned a studio in the chateau. The guesthouses can also be requested and its use is determined upon availability.

Dinner will be served in the Chateau dining room.



## **BATHROOMS**

Out of respect for the person with whom you share a bathroom, please be sure to keep both doors unlocked when unoccupied and gently clean the bath and sink after each use. Keep your towel on the hook in your room. If there are plumbing issues, please notify a staff member.

## **ACCESSIBILITY**

At this point Chateau Orquevaux doesn't have facilities to welcome disabled residents.

## **MEALS / DINING ROOM**

We serve one communal dinner every day of the week around 7pm in the Chateau Dining Room, with enough food available for artists to fix themselves a meal during the day.

Hot and cold beverages are available 24 hours a day.

Along with daily entrees, our meals feature fresh breads, homemade desserts, soups and a salad bar. Fresh produce from local and organic farms is used whenever possible.

Vegetarian main courses are offered several times a week, but not daily.

The residency is in the village of Orquevaux, which is a tiny community with no town stores.

Artists can buy additional food at the local supermarket. If they choose to rent a car, it takes them approximately 20 minutes to get there. Otherwise, someone from staff takes them.

Regrettably, we cannot accommodate special dietary requirements.

After meals, we ask that you bus your dishes promptly so your fellow residents with kitchen duties may return to their artwork. We also ask that there be no cell phones or laptops in the dining room.

## **KITCHEN ACCESS**

The chateau and each of our resident houses contains kitchens, which are stocked with coffee and tea, dish ware, cutlery, and cooking equipment. On weekends artists sometimes cook meals for the other residents, and are provided a budget for the ingredients.

## **PARKING**

Parking is available to all Artists and guests on the side of the property, behind the bushes.

## **INTERNET ACCESS**

Chateau:

“Residency Attias” - no password

Guesthouses: there is a black box in each house with the password written on one side or on the display of the device

Gatehouse and stables:

network name: **F038**

password: **C43C7EF1DC9E2BB5D2AD292DC6**

*Please note that our rural Internet service can be slow, and intermittent outages do occur.*

## **TELEPHONES**

Chateau Orquevaux Artist Residency is a quiet and contemplative environment. To avoid disturbing others, please

use phones only in your bedroom, your studio or outside.

## **PRINTING/COPYING**

A Canon color printer/copier is available for resident use in the office in the village. Residents can arrange with a member of the staff to print for them a tabloid, legal, or letter size sheets or arrange to go to the office and print themselves.

## **WEATHER**

Summer, spring and fall temperatures in Orquevaux range from 35°F-95°F (4°C-35°C). There are fans available if you wish to use them in your studio or room. For summer's cool nights and sudden storms, we recommend a sweater and lightweight jacket.

In our effort to reduce our impact on the environment, we appreciate your help with making sure doors and windows are kept closed.

For the winter, plan to bring warm clothes, winter outerwear, and boots for snow. Layered clothing, long underwear, and sweaters are especially useful in keeping you warm, and formal clothing is never required.

## French Lessons

There is a French teacher in the village of Orquevaux who offers lessons for beginner and intermediate learners. Price is 25 Euro for 60 minutes. Contact us for more details.

## Residency Policies & Procedures

Chateau Orquevaux is an artists' community committed to nurturing and supporting the creative spirit. This mission can be realized only in an atmosphere of mutual trust and respect, and any actions that diminish such an atmosphere will neither be condoned nor tolerated. As such, reserves the right to revoke an offer of admission/terminate a residency-in-progress if it is determined that an individual's behavior does or may jeopardize the quality of experience for other residents or our community relations.

## Guest Policy

There is a B&B located in the village of Orquevaux, a few minutes walk from the chateau where visitors can stay:

Castel Orquevaux <https://www.airbnb.com>

## Fire Precautions

We ask that Fellows also keep fire safety top of mind by not leaving the fireplace, stoves or other heat devices unattended. Hot plates, irons, coffee makers, incense and any type of open flame are not allowed in bedrooms. Incense and open flame are also prohibited in studios.

## GATHERINGS AND PARTIES

Planned or impromptu gatherings should be held in the salon or studios so as not to disturb fellow residents or town neighbors.

## SMOKING REGULATIONS

Chateau Orquevaux is a smoke-free environment. **An ashtray is provided outside the chateau building, on the left of the main staircase.** We ask that all residents and staff please use these ash cans mindfully: cigarette litter poses a threat to the natural environment and can negatively impact local wildlife.

## **EMERGENCIES**

Please report emergencies to the staff.

EMERGENCY phone: 112 (fire, police and rescue)

## **LOCAL SERVICES**

### **ART SUPPLIES**

[Baz'Art](#) Chaumont

### **GROCERY STORE**

There is an organized trip to the art store and a big local [supermarket](#) the morning after the residents' arrival.

### **LAUNDRY**

There are washers and dryers available for use between 7 a.m. and 11 p.m in the Chateau basement or in the house where residents are accommodated. The laundry room is located down the staircase at the bottom of the Dining Room. Residents are requested to not dry clothes for the person who has washed their clothes before them. If needed, they can move them to a basket in the laundry room.

### **PHARMACY**

There is a pharmacy in St Blin, 10 minute drive from Orquevaux. Opening hours:

Monday 8:30AM–12:30PM, 2–7:30PM

Tuesday 8:30AM–12:30PM, 2–7:30PM

Wednesday 8:30AM–12:30PM, 2–7:30PM

Thursday 8:30AM–12:30PM, 2–7:30PM

Friday 8:30AM–12:30PM, 2–7:30PM

Saturday 8:30AM–12:30PM, 2–5:30PM  
Sunday Closed

### **POST OFFICE**

Manois, 47 Grande Rue, 52700 Manois, France

### **THINGS TO DO IN THE AREA**

#### **Brocantes**

Brocante-Vide-Grenier are Flea Markets that happen every Sunday in surrounding villages. Most times it is just the inhabitants of the village selling their household items. The larger markets will also have professional dealers mixed in. Get going by 8 a.m. or so plug villages to G.P.S. and have fun. You may find some good stuff but you will sift thru a lot of junk so enjoy the journey. There is usually an area to get coffee and light food. Use the Brocante Finder [link](#) to find local markets. Use search tool with area "52" which is The Haute-Marne.

#### **Walking trail Cul de Cerf**

Walk out Main Gate and take a Left. The Cul du Cerf hike is a great fairly easy walk that will take you along the Manois river through Orquevaux, past village farms and into an amazing forest.

The Haute Marne boasts 104 routes of between 5 and 90 km that are officially recognised by the department under the "Departmental plan of the Routes of Walk and Hike" (PDIPR). A route marking charter has been established especially for these routes: - routes between 4 and 10 km: blue/yellow, 11 and 18 km: green/yellow, - routes longer than 18 km: yellow/yellow.

#### **Vittel Spa&Parc**

Vittel is a spa 55 km (34 miles) from Orquevaux, offering natural mineral springs and [spa services](#).

#### **[Restaurants in the Area](#)**

## **Residency Staff**

### **DIRECTOR**

Ziggy Attias

Veronika Belcheva, Artist Relations

Remy Gingembre, Maintenance

Marie Gingembre, Chef and Housekeeping

Tatyana Asenova, Kitchen and Housekeeping Coordinator