

CANCELLATION POLICIES FOR IN-PERSON PROGRAMS

SHORT-TERM PROGRAMS DELIVERED BY VISITING MASC ARTISTS



TABLE OF CONTENTS

Cancellation policy for short-term programs delivered by visiting MASC artists

As applied to venues	2
As applied to visiting MASC artists	3

When cancellations occur, MASC will make every effort to reschedule the event.

DEFINITIONS

Visiting artist:

A MASC artist who is not based in the Ottawa capital region and is offering programming for a short period of time.

IMPORTANT NOTE

Severe weather conditions:

MASC artists are not required to travel to the venue if they deem it unsafe to do so. In these circumstances, we ask the artist to contact the school to discuss this at the earliest possible time. This will not constitute a cancellation on behalf of MASC.

CANCELLATION POLICY

FOR SHORT-TERM PROGRAMS DELIVERED BY VISITING MASC ARTISTS *

AS APPLIED TO VENUES

If a venue cancels a confirmed MASC booking for any reason, they must contact **both** MASC and the artist. The artist's contact information is on the MASC Confirmation form.

It is rarely possible to reschedule a presentation for a visiting artist, since they are in the region for a very limited time.

Notice of Cancellation

Cancellation Fee**

Within 6-10 business days, prior to the booking day.

The venue will be responsible for 50% of the original invoice, which will be credited to the artist.

Within 0-5 business days, prior to the booking day.

The venue will be responsible for 100% of the original invoice, which will be credited to the artist.

Force Majeure: strike actions, bus cancellations, severe weather conditions, changes in Public Health safety protocols, venue closures, power failures, illness related outbreaks, lockdown or fire (excluding drills) etc.

No charge will be made to the venue, and no payment will be made to the artist.

**A visiting MASC artist is one who is not based in the Ottawa capital region and is offering programming for a short period of time.*

***In addition to the cancellation fee, MASC will also bill the venue and reimburse the artist for 100% of any transportation to the city or venue, material or equipment rental expenses incurred that cannot be reversed.*

CANCELLATION POLICY

FOR SHORT-TERM PROGRAMS DELIVERED BY VISITING MASC ARTISTS *

AS APPLIED TO VISITING MASC ARTISTS

If an artist cancels a MASC booking for any reason, they must contact **both** MASC and the venue. The venue's contact information is on the MASC Confirmation form.

Notice of Cancellation

Cancellation Fee**

Within 6-10 business days, prior to booking day.

10% will be deducted from artist's next payment and credited to the venue.

Within 0-5 business days, prior to the booking day.

20% will be deducted from artist's next payment and credited to the venue.

Failure to appear

30% will be deducted from artist's next payment and credited to the venue.

Force Majeure: severe weather conditions, changes in Public Health safety protocols, illness, death in the family, accident, etc.

No charge will be made to the venue and no payment will be made to the artist.

**A visiting MASC artist is one who is not based in the Ottawa capital region and is offering programming for a short period of time.*

***If the artist has been paid for the booking and there is no future payment due to the artist, the artist will be expected to reimburse MASC this amount, which will then be credited to the venue within a timeframe discussed with MASC.*