

Freelance fees for guiding engagements



1 April 2017 – 31 March 2018

Engagements timed from & to central London

HALF DAYS (INCLUDING TRANSFERS)

(up to 4 hours maximum)
 Morning tours to finish no later than 13.00
 Afternoon tours to start no earlier than 13.30
 Evening tours (up to 4 hours maximum)
 After 23.00 unsocial hours apply

In English from **£160**
Any other language from **£185**

FULL DAYS (INCLUDING TRANSFERS)

London (up to 9 hours and finishing no later than 18.00)
 Out of London (up to 9 hours and finishing no later than 19.00)

***In English** from **£260**
***Any other language** from **£294**

***Additional charge for lunch**

TRAVEL EXPENSES

Travelling expenses to be paid to and from airports and out of Central London venues.

WORKING THROUGH AN INTERPRETER

Half day from **£185**
Full day from **£294**
Evening from **£185**

MULTI-LANGUAGE TOURS

(if applicable)

Any 2 languages

Half day from **£260**
Full day from **£390**

Any 3 languages

Half day from **£320**
Full day from **£520**

MUSEUM/ GALLERY GUIDING

(up to 3 hours - most museums and galleries limit group size to 25)

Highlights in English from **£160**
Any other language from **£185**
In depth/Specialist in English from **£260**
Any other language from **£294**

OVERTIME HOURS

(between 07.00 – 23.00) payable in addition to full/half day fee

In English per hour or part thereof **£43**
Any other language per hour or part thereof **£49**

UNSOCIAL HOURS

(between 23.00 - 07.00) payable in addition to full/half day fee

In English per hour or part thereof **£58**
Any other language per hour or part thereof **£65**

Taxi fare also chargeable

LARGE GROUPS

Interior visit, over 57 passengers **2 guides**
Any other group over 57 passengers **+50%**

Recommended maximum group size on walking tours and on public transport 25 people

FOREIGN COACH SUPPLEMENT

(if applicable)

Half day from **£20**
Full day from **£30**
Evening from **£30**

MEAL ALLOWANCE when not included

(time of full day tour includes an hour for lunch)

Lunch from **£12**
Dinner from **£20**

ENGLISH PUBLIC HOLIDAYS

New Year's Day, Good Friday, Easter Sunday, Easter Monday, Boxing Day (26 December) **+ 50%**
Christmas Day **+ 100%**

BRITISH ISLES EXTENDED TOURS

Full day recommended rate (3 meals and single accommodation to be included)

In English from **£260**
Any other language from **£294**



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FEES

The fees listed are a guide to the rates that members of APTG are likely to charge, to reflect factors such as length, timing and type of tour and the specialisations of the guide.

CANCELLATION CHARGES

10 days to 5 days prior to commencement of engagement	50% of fee
4 days (96 hours) or less prior to commencement of engagement	100% of fee

EXTENDED TOURS

A cancellation charge will apply to the entire engagement.

The first 4 days at 100% of the agreed fee.

All subsequent days at 50% of the agreed fee.

Members may require payments of fees and/or expenses in advance of the engagement.

SAFETY

For reasons of safety, guides should not be asked to use the crew/courier seat at the front of the coach.

FAULTY EQUIPMENT

When a guide's working microphone and P.A system is not provided at the start of the tour, until the omission is rectified, pro rata, double fee.

(tour operators are advised to deduct the extra fee from the coach company's account).

DISBURSEMENTS

Tour operators shall provide vouchers or cash to cover all disbursements before the start of a tour.

INVOICES

Each engagement shall be considered separately and guides shall present invoices promptly, separating fees from correctly itemised expenses and disbursements.

TAXIS

Engagements finishing after 23.00 should include an agreed taxi fare. If previously agreed, taxi fares will be paid on Saturday mornings, Sunday mornings, Bank Holidays and unusually early starts if public or alternative transport is difficult or unobtainable.

IRREGULARITIES

All irregularities should be reported to the tour operator at the first opportunity.

REPLACEMENT GUIDE

An engagement having been confirmed, replacements should only be made after notification to and acceptance by the tour operator.

RECORDING

APTG members reserve the right to decline to be filmed, videoed or otherwise recorded during their work.

TERMS OF PAYMENT – within 28 DAYS

It is recognised that no fees schedule can be totally comprehensive, so it is essential that fees for engagements not covered by this publication should be negotiated prior to acceptance of the engagement, so as to avoid subsequent unnecessary misunderstandings between guides and tour operators. Any queries arising between operators and guides should be referred to APTG.

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