

# Freelance fees for guiding engagements



## FOR THE TRAVEL TRADE

### 1 April 2019 – 31 March 2020

Engagements timed from & to central London

	ENGLISH	ANY OTHER LANGUAGE
<b>FULL DAY</b> Up to 9 hours (including 1 hour lunch) 07.00 - 18.00 (19.00 for out of London tours)	from <b>£278</b>	from <b>£311</b>
<b>MORNING</b> Up to 4 hours 07.00 – 13.00	from <b>£170</b>	from <b>£196</b>
<b>AFTERNOON</b> Up to 4 hours 13.30 – 18.00	from <b>£170</b>	from <b>£196</b>
<b>EVENING</b> Up to 4 hours 18.00 – 23.00	from <b>£170</b>	from <b>£196</b>
<b>OVERTIME HOURS</b> Per hour or part thereof 07.00 – 23.00	from <b>£46</b>	from <b>£52</b>
<b>UNSOCIAL HOURS</b> Per hour or part thereof 23.00 – 07.00	from <b>£62</b>	from <b>£69</b>
<b>Travel Expenses to be paid to/from central London. 23.00-07.00 taxi fares to be paid</b>		
<b>PUBLIC HOLIDAYS</b> New Year's Day, Good Friday, Easter Sunday, Easter Monday, Boxing Day <b>50% Supplement</b> Christmas Day <b>100% Supplement</b>		
<b>MEAL ALLOWANCES (if not included)</b>	Lunch <b>£12</b> Dinner <b>£20</b>	



<b>LARGE GROUPS</b>	More than 57 people	50% Supplement
<b>MULTI LANGUAGE TOURS</b>		
Any 2 languages	Full day from <b>£417</b>	Half day from <b>£278</b>
Any 3 languages	Full day from <b>£556</b>	Half day from <b>£340</b>
<b>WORKING THROUGH AN INTERPRETER</b>		
charged at the appropriate 'any other language rate'		
<b>FOREIGN COACH SUPPLEMENT</b>		
	Full day from <b>£30</b>	Half day from <b>£20</b>
<b>SPECIALIST TOURS</b> - by negotiation, but a supplement of 50-100% is likely		

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. 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.

## TERMS AND CONDITIONS

### 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**

### PAYMENT – WITHIN 28 DAYS

#### Safety

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

#### Faulty Equipment

Without a working microphone on the coach no commentary will be given.

#### Disbursements

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

#### Replacement Guide

Once an engagement has been confirmed, replacements should only be made after notification to and acceptance by the tour operator.

#### Museum and Gallery Guiding

Most museums and galleries limit group size to 25 people maximum.

#### Recording

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

**Association of Professional Tourist Guides**  
**a professionally independent section of Unite the Union**

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