

# APTG TERMS AND CONDITIONS



---

## 1 April 2020 – 31 March 2022

---

### 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. Private clients should cover such costs in advance.

#### Replacement Guide

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

#### Recording

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

#### Museum and Gallery Guiding

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

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

128 Theobald's Road, London WC1X 8TN

**Direct line:** 020 7611 2545

**Switchboard:** 020 7611 2500

**E-mail:** [admin@guidelondon.org.uk](mailto:admin@guidelondon.org.uk)

**Direct bookings:** [www.guidelondon.org.uk](http://www.guidelondon.org.uk)

**Web:** [www.guidelondon.org.uk](http://www.guidelondon.org.uk) • [www.unitetheunion.org](http://www.unitetheunion.org)

