

# TERMS & CONDITIONS

## 1 APRIL 2023 - 31 MARCH 2024

### FEES

The fees listed are an illustrative guide to the rates that members of the British Guild of Tourist Guides are likely to charge. Fees will vary to reflect variables such as length and timing of the tour, type of tour and the specialisations of the guide.

### TERMS OF PAYMENT - WITHIN 21 DAYS

Guides will present an itemised invoice and have expenses receipts attached where appropriate. Full settlement is usually expected within 21 days of the invoice being submitted. From time to time, guides may agree additional Terms & Conditions with clients.

### CANCELLATION CHARGES

In the event of cancellation, clients should expect to pay the following cancellation charges:

- 10 days prior to commencement of engagement 50% of fee
- 4 days (96 hours) or less prior to commencement of engagement 100% of fee
- Similarly, when an extended engagement tour is cancelled with less than one month's notice, the guide is entitled to claim 50% of the daily touring rate if alternative work on the same dates is not offered.

Where a guide has received payment in advance, either in part or in full, and is unable to fulfil the engagement the client should contact the guide to discuss repayments or a replacement guide.

### RECORDINGS

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

### CHILDREN

Children under 17 must be accompanied by a responsible adult at all times unless by prior agreement.

### COACH TOUR REQUIREMENTS

On a coach tour there must be a seat provided for the guide, with a safety belt, and a working microphone and PA system. If there is no working microphone / PA system provided, the operator will be informed as soon as possible by the Guide. If the tour continues without a working microphone the norms for the industry indicate the guide is entitled to be paid an increment of 100% of the original fee until the omission is rectified.



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# TERMS & CONDITIONS (DRIVER GUIDES)

## 1 APRIL 2023 - 31 MARCH 2024

### FEES

The fees listed are an illustrative guide to the rates that members of the British Guild of Tourist Guides are likely to charge. Fees will vary to reflect variables such as length and timing of the tour, type of tour and the specialisations of the guide. Additional fees that apply to Driver Guides include:

**TRANSFERS:** from/to stations, airports, ports, theatres etc from £700

**EXTRA HOURS:** FROM £77 PH

**EXTRA MILES:** FROM £1.54 PER MILE

**SITE ENTRANCE FEES:** AT COST

**FOREIGN LANGUAGE SUPPLEMENT (FULL DAY):** FROM £55

**FOREIGN LANGUAGE SUPPLEMENT (HALF DAY):** FROM £33

**GUIDE'S OVERNIGHT COSTS (DINNER, B&B):** £160 PER NIGHT

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