

Independent Guides Agreement for Betheltours Ltd

- 1.0** This agreement is made in relation to payment and obligation for guiding any tour operated by or for Betheltours.
- 1.1** All guides are self-employed on a casual basis. Guides are responsible for maintaining their own payment records, declaring annual earnings to HMRC and paying any tax or National Insurance due.
- 2.0 Guiding:** The guide agrees to maintain confidentiality and loyalty regarding costs, pricing, procedures and guiding notes. This is in order to maintain our reputation and control of high quality tours, and avoid confusion with any other independent trips.
- 2.1** Our notes are copyright protected. Each guide is granted a single exclusive, revocable license to make a personal copy of the notes. This single copy may be adapted to suit the guide's personal device or presentation style. City notes may be supplemented with additional facts or points of interest but Museum notes should stay close to the material supplied. Any supplementary notes that guides add are classed as work product. Neither the original supplied notes nor the guide's single personal copy and work product should be copied, shared or distributed to others, in any format.
- 2.2** Safety procedures and announcements will be supplied to you separately. These do not form part of the notes and may not be edited or adapted. They should be followed carefully. Remain vigilant for the entire duration of the trip and take safe action in an emergency situation.
- 2.3** Please wear our official badges for the entire duration of the trip and dress smartly. As far as possible, please try to wear blue and neutral colours to maintain our brand identity. See [Tour Talk 1](#)
- 2.4** Do not make additional provisions, suggestions or requests not included in the planned tour without prior approval (i.e. special dietary provision for lunches, WestEnd Show arrangements, independent travel into London, personally booked rides on London Eye, transport use, road crossings, etc), nor make additional claims or promises that are not in the itinerary. It is best to leave our visitors to make their own additional arrangements, if requested, without your professional advice.
- 3.0 Payment:** These are the standard fees paid to guides unless alternative fees are agreed for a specific trip.

Guiding Period	First Guide	Support Guide	Observer
3 days	£350	£200	£75
2 days	£250	£150	£50
Museum-only	-	£25 without travel £40 with travel	-

- 3.1 Definitions:**
- First Guide:** the main (often only) guide assigned to a trip; takes responsibility for safety and making necessary decisions.
- Support Guide:** a secondary guide assigned to support the First Guide, usually when still in training, doing up to 50% of the commentary and following and supporting the direction of the First Guide.
- Observer:** a secondary guide primarily present just to observe, usually for training purposes.
- Museum-only:** Classed as Support Guides and follow the direction of the First Guide. Museum-only guides may only be necessary for very large groups or groups that do not already have a Support Guide. If Museum-only guides are already present in the Museum for other Bible Tours, their fee will not include additional travel expenses. Guides are responsible for their own travel arrangements but expenses are paid based on the average cost of a Zone 1-4 TFL day pass.
- 3.2 Travel Expenses:** Aside from Museum-only guide fees, all other fees are intended to already include any expected travel expenses. For the most part, Betheltours will do all it can to limit guides' travel expenses by assigning guides to trips where the coach journey starts from or passes close to their homes. When it is absolutely necessary for a guide to incur higher travel expenses, Betheltours may make a discretionary contribution towards those expenses.
- 3.3 Companions:** Occasionally, a guide may be able to invite a companion to join them on a trip. While a companion is not expected to perform any work for Betheltours, they should agree to maintain strict confidentiality of any internal documents or processes they become privy to while accompanying a guide. Companions may be asked to cover some or all of the cost of their trip. Companion places and prices are at the discretion of Betheltours and/or local organisers.

Signed by:

Name: Signature: Date:

Signed for Betheltours Ltd:

Name: Philip Osborne..... Signature:  Date: January 4, 2025