

Employee



My XO Adventures Freelance Guide Rates – Effective April 2020

(ALL TOURS ON A PRIVATE BASIS)

<i>HOURS</i>	<i>TOURS</i>	<i>RATE</i>
4 hours	Mount Rushmore Illumination Ceremony	\$100.00
5 Hours	Badlands Half-Day Tour Black Hills Half-Day Tour Mount Rushmore Illumination Ceremony	\$125.00
6 Hours	Badlands Sunset and Night Sky Adventure The Badlands Golden Hour	\$150.00
7 Hours	Badlands National Park, Buffalo Gap National Grasslands and Wall Drug	\$175.00

<p>8-9 Hours</p>	<p><u>Mount Rushmore, Custer State Park and Crazy Horse Memorial.</u></p> <p><u>Mount Rushmore and the Big Badlands.</u></p> <p><u>Devils Tower, Deadwood and Spearfish Canyon</u></p>	<p>\$225.00</p>
<p>9-10 hours</p>	<p>Lakota Art and History Tour</p> <p><i>**requires special certification**</i></p>	<p>\$250.00</p>
<p>7 Hours</p>	<p>Black Hills Tour Including Hiking</p> <p>Black Hills Brewery Tour</p>	<p>\$210.00</p>
<p style="text-align: center;">HOLIDAY - BONUS RATE</p>		
	<p>Jan 01 - New Years Day</p> <p>Memorial Day</p> <p>June 19 - Juneteenth</p> <p>Independence Day</p> <p>Labor Day</p> <p>Native Americans Day</p> <p>Veterans Day</p> <p>Thanksgiving (US)</p> <p>Christmas Day</p>	<p>65.00</p>

Conditions and Notes:

1. All tour rates are calculated off an hourly rate that differs based on the level of difficulty and special requirements. Rates are between \$20- \$30 an hour.
2. The actual rate is calculated to include time for vehicle cleaning and preparation (see: 5.)
3. If you are hired for a custom tour your brief will contain the duration of the tour. Should you be unsure about this, please contact My XO Adventures management for clarification before invoicing
4. **Transfers** – this rate is given for a transfer only. ***If you are picking up from the airport and going directly on tour (or touring with an airport drop-off) this rate does not apply. Use an additional hour rate in this instance.***
5. An additional rate of **\$20.00 per hour** will apply for **additional hours** worked in extenuating circumstances only. This will be judged on an individual tour basis and should be discussed with MY XO Adventures management before invoicing.
6. We have allowed an **additional 1 hour** in every tour to allow for vehicle pick-up, cleaning and early arrival at the hotel and covers 15 mins after drop-off for return of the vehicle and removal of hard rubbish (bottles, coffee cups etc). ***If you are running late, not cleaning vehicles etc MY XO Adventures holds the right to deduct part or all of this additional time.***

7. MULTIPLE TOURS

If looking after a single tour group / family for multiple regions in one day guides are to invoice for a charter rate as per (1.).

For example: Mt Rushmore, CSP & Crazy Horse, and Badlands Sunset and Night Sky Tour

If handling multiple groups please invoice for multiple tours as per Guide Rates.

For Example:

Group Mr and Mrs Smith - Badlands National Park, Buffalo Gap National Grasslands and Wall Drug followed by Group 2 Mr and Mrs Brown Mount Rushmore Illumination Ceremony

BNP tour: \$175 + MTRI tour: \$100.00 Total: \$275

8. CANCELLATION FEES

Cancellation fees will apply in circumstances where guides are cancelled from tour at short notice. These are as follows:

- Tour Cancellation on **day of** tour: cancellation fee of 100% of regular tour payment.
- Tour Cancellation on **the Day before** tour:
- In the event that guests are a “No show”: guide will be paid 100% of tour payment.

8.1 NOTES ON CANCELLATIONS:

A). In the event of cancellations, My XO Adventures will provide **additional duties** for guide to perform in lieu of tour. These may include (*but are not limited to*):

- Site inspections and photography for product development
- Admin duties
- Product research
- Cleaning and detailing vehicles

Refusal to undertake tasks provided will result in withdrawal of cancellation fee.

B). My XO Adventures takes no responsibility with regards to miscommunications in the scheduling process.

9. GUIDE FEEDBACK

Payment is dependent on the completion of a bi-weekly feedback form which will be emailed to you via Survey Monkey.

10. INVOICING & PAYMENT

Important information to assist us in speeding up the process:

- Please send all tours for bi-weekly pay in **one invoice**. Please do not send individual invoices for each tour. This only slows the process and risks individual invoices being missed.

- **Invoices** should be sent to: daniel@myxoadventures.com.

Note: We (My XO Adventures and Contractor) understand and agree we are being engaged as independent contractors where each and every engagement stands alone and understand as contractors we are responsible for a range of taxation and Workers Compensation, Insurance and any other lawful requirements and we also note there is no guarantee of future employment

I have read and understood the above rates schedule, conditions and notes:

Signature: _____ *Date :* _____

Print Name: _____