



POLICY FOR HIRING RAPID METRO'S PREMISES INCLUDING STATIONS OR TRAINS FOR A PARTICULAR PERIOD / TIME

1.0 Objectives

Rapid Metro Gurgaon is a world-class metro rail owned by HMRTC and operated by DMRC. The network consists of about 11.6 km and 11 stations that include Sector 55-56, Sector 54 Chowk, Sector 53-54, Sector 42-43, Phase -1, Sikanderpur, Phase-2, Phase-3, Mousari Avenue, Cybercity, Belvedere Towers.

Rapid Metro permits the hiring of premises. on a short term basis for the purpose of shooting films, documentaries, TV commercials, etc.

Advertisement of any kind, including product display, shall be permitted during the hiring of Rapid Metro premises. Further, these activities of shooting shall not cause inconvenience to the metro users or interfere in the operation of metro services.

2.0 Eligibility

Reputed Production House, Event Management Company, Show Organizer, Film Producer & Exhibitor, and Branding Company may make a request on the letterhead of the company. However, application in Annexure- A&B (Event Guidelines, Application Form, and Indemnity Bond) is mandatory.

3.0 Booking Fees

3.1 The schedule of Booking Fees for hiring Rapid Metro premises per scheduled hour of occupancy including stations or trains (including cars) for above purposes shall be as under: -

S/N	Area of booking	Booking Fees Per Hour or Part Thereof (GST extra as applicable)
1	Inside Train (Special Train for videography and photography)	Rs.1,00,000/- per train
2	Inside Train (Still photography in the static train)	Rs 50,000/-per train
3	Inside Station (Paid area)	Rs.50,000/- per station
4	Station unpaid area	Rs 25,000/ per station
5	Yard area	Rs 50,000 (Depending on the scope of work)

* Here, following definition of station and trains may be considered: -



- a) **Inside Train:** When train(s) has/have been booked and the activity inside the train including shooting (Video/still photography) of boarding / deboarding at platforms.
 - b) **Inside Station:** Station area such as paid areas, and platforms and no train has been booked. The shooting of regular revenue trains from the platform without any actor/actress/crew member will be permitted as part of the shooting of the station.
 - c) **Both Train & Station:** Wherein shooting is being done inside the train, outside the train, station area and train(s) has/have been booked for shooting purposes.
 - d) All the above charges are fixed and may be negotiated subject to special approval of Rapid Metro depending upon scope of work
- 3.2 The above-mentioned charges i.e booking amount shall be paid in advance, at least 7 days to a minimum of 48 hours in the form of Demand Draft/RTGS details of the account to be provided on submission of application.
- 3.3 In case the shooting/event goes beyond permitted time, then additional charges on a pro-rata basis will have to be paid by the party. The additional time will be rounded off to the next hour as illustrated below.

Illustration: If the film shooting is scheduled from 10 AM to 12 Noon and the shooting continues till 12:30 PM, the booking fee will be charged up to 01:00 PM i.e. for 3 hours. The booking fee for the remaining 1 hour would be paid by the agency on a pro-rata basis.

- 3.4 Once permission is granted, change in category from Station to Train and vice versa shall be subjected to the Refund Rules, and only if feasible.
- 3.5 It is the responsibility of the payer to see at what rate the tax is deducted at source while booking or making the payment to Rapid Metro and they shall issue the certificate to Rapid Metro.

4.0 Security Deposit

Besides applicable charges, as mentioned at 3.0 above, the applicant shall be required to submit interest-free Security Deposit in the form of Demand Draft/RTGS. The amount of security is required to be deposited on confirmation of booking at least 48 hours before the activity. Any exception needs to be specifically agreed with Rapid Metro. The amount of the security deposit shall be as under: -

S/N	Property Involved	Amount of Security Deposit
1	Stations	Rs. 50,000/-
2	Only Train or Both Train and Station	Rs. 1,00,000/-

Security Deposit in the form of Demand Draft / RTGS will be kept till the shoot is over and refunded at the earliest. However, if there is any dispute/damage etc, the same will be deposited into Rapid Metro's account, if dues are not cleared immediately.



5.0 Indemnity Bond

The applicant shall submit an indemnity bond on a non-judicial stamp paper of hundred rupees value, duly notarized, indemnifying Rapid Metro completely against any loss, injury or damage caused to the Metro commuters, Rapid Metro's men&materials, their own men&materials and to any third parties during the campaign period and undertake to bear all cost incurred as a result of such incidence. The format is at Annexure-B which is required to be submitted before the start of the campaign.

6.0 Payment of applicable Fees / Security Deposit

- 6.1 The applicant organizations as mentioned at 2.0 above may apply in Event Guidelines and Application Form (Annexure-A) which should be submitted to Rapid Metro at least 48 hours in advance for approval of the case.
- 6.2 The applications will be registered on the First cum First serve basis and confirmation will be done in order of registration.
- 6.3 All fees including all applicable taxes/GST must be submitted in the form of Demand Draft/RTGS in advance (excluding the day of the event) before the day of the scheduled event for confirmation by Rapid Metro.
- 6.4 The applicant organization shall give an interest-free refundable Security Deposit as mentioned at 4.0 above on confirmation of booking by Rapid Metro.

7.0 Other Terms and Conditions

The applicant shall abide by the following terms and conditions in addition to the financial matters as discussed above: -

- 7.1 Production Company shall be responsible to obtain any / all required permissions from all other concerned agencies, wherever required.
- 7.2 Timing of the event shall be agreed in advance and must be strictly adhered to.
- 7.3 In case of any loss and / or damage caused to Rapid Metro's property, the applicable amount will be deducted from the Security Deposit or charged additionally in case it exceeds the Security Deposit.
- 7.4 It shall be the sole responsibility of the applicant to clean up debris and/or any garbage material or any housekeeping activity, created and/or brought in by the applicant. Any costs incurred by Rapid Metro due to the negligence or failure of the applicant in this regard shall be deducted from the Security Deposit or charged additionally in case it exceeds the Security Deposit.
- 7.5 All people of the applicant's team shall carry entry badges at the time of the event.
- 7.6 Rapid Metro at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel, and property.
- 7.7 Rapid Metro reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.
- 7.8 The company/production house shall use the film, video, and photographs shot at Rapid



Metro only for the purpose stated in the application form. The images/footage should not be used for any other purpose without written permission from Rapid Metro.

- 7.9 Rapid Metro shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs, and expenses (including all costs for investigation and defense & expenses including legal fees thereof) which are caused by the actions of the applicant organization and/or by any participant of the event.
- 7.10 Filming or Photo or Video in any manner with or without intention shall not be used to project a negative image of Rapid Metro.
- 7.11 There should not be any inconvenience to the daily commuters at the time of the event.
- 7.12 Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
- 7.13 The proposed activities shall not hamper the operational activities or cause any inconvenience to the passengers.

8.0 Cancellation and Refund Rules

- 8.1 The booking may be canceled at the request of the applicant. The refund of the booking amount shall be as under: -

Time of making the request for cancellation	Refundable booking amount
before or on 7 days in advance of the scheduled day of the event (Excluding the day of the event),	75%
before or on 5 days in advance but later than 7 days in advance (Excluding the day of the event),	50%
before or on 3 days in advance but later than 5 days in advance (Excluding the day of the event),	25%
Later than 3 days in advance (Excluding the day of the event)	Nil

No refund applicable in case shoot is over before the blocked time slot



Illustration: If a booking has been made for Sept 15, 2019

Time of making the request for cancellation	Refundable booking amount
Before or on Sept 8, 2019	75%
After Sept 8 but before or on Sept 10, 2019	50%
After Sept 10 but before or on Sept 12, 2019	25%
After Sept 12, 2019	Nil

- 8.2 The Security Deposit will be refunded in full on cancellation of the booking.
- 8.3 Rapid Metro reserves the right of a full refund in case of force majeure condition.
- 8.4 Rapid Metro at all times reserves the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel, and property. In such cases the booking fees will be refunded on a pro-rata basis i.e. the period of the booking will be counted up to the next hour and the booking fee will be charged up to the period of shooting/filming/activity.

Illustration: If the film shooting is scheduled from 10 AM to 12 AM and the shooting has to be canceled at 10:40 AM by Rapid Metro on any of the above accounts, the booking fee will be charged up to 11:00 AM i.e. for 1 hour. The booking fee for the remaining 1 hour would be refunded.

- 8.5 In case of acceptance of cancellation request, Rapid Metro reserves the right to allocate it to the next in turn.

9.0 Exceptions

- 9.1 Activities prohibited under any law will not be allowed.
- 9.2 Animals will generally not be permitted on Rapid Metro property. If it is required, Rapid Metro's prior permission will be a pre-requisite. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
- 9.3 Use of fire, gunfire, explosives, or any hazardous material is not permitted at Rapid Metro stations.
- 9.4 Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious, or racial overtones.
- 9.5 The company/production house is not allowed to make any changes in respect of the names of the locations, stations, train, etc. without prior specific permission of Rapid Metro.
- 9.6 Rapid Metro staff/contractors will not be involved in the event without the prior written permission of Rapid Metro.
- 9.7 In case of power requirement during the event at the station, the production house to



arrange for the same. The applicant can also use noise-free generators for the supply of power as required. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.

9.8 The synopsis of film/documentary/serial/TV Commercial etc. has to be shown to Rapid Metro before approval. No negative projection of the metro is permitted. There should not be any direct/indirect reference to terrorism in the script which contains shots of the metro and an undertaking to this effect should be given to Rapid Metro.

10.0 Submission of Applications The applicant organization shall be required to submit their application (Annexure-A) with associated documents at :

Rapid Metro

Operation Control Center, Moulasri Road

Near DLF Building No. #3, Pillar No. #145-146

Gurgaon, Haryana, India.

Pincode – 122001

Customer Care

Email: Write to us at care@rapidmetrogurgaon.in

Phone: Centralized Call Centre on **0124- 2800028**

Any clarification on the policy may also be made at the above address.

11.0 Applicability of the Policy

This policy shall remain valid for a period of one year from the date of notification on the website. Rapid Metro may update the Policy at any time at their prerogative.

Competent Authority

Rapid Metro



Annexure-A

EVENT GUIDELINES AND APPLICATION FORM

Date of Application	
Contact Person	
Company/ Production House	
Address	
Phone & Mobile No.	
E-mail	
Type of Event	
Proposed Location(s) of Event	
Proposed Date(s) and Time(s) of the event (including site prep, shooting and wrap up)	
Detailed description/outline/shoot breakdown pertaining to the event at Rapid Metro premises (attach additional sheet(s) if necessary)	



Total Number of People (Including crew, cast, media, etc.)	
Types and Number of vehicles	
Type of Equipment's	
Power/ Additional Requirements	
Details of Food & Refreshment service during the event at station unpaid area	



GUIDELINES:

1. Applications are required to be submitted to Rapid Metro in advance for proper scrutiny and confirmation of booking.
2. All fees including all applicable taxes must be submitted in the form of Demand Draft at least 7 days up to a minimum of 48 hours before the event begins. In case of cancellations, the refund shall be governed by Clause 8.0 "Cancellation and Refund Rules" of the Policy for Hiring Rapid Metro's Premises including Stations or Trains for a Particular Period / Time.
3. The applicant should pay an interest-free refundable security deposit. In case of any loss and/or damage caused to Rapid Metro's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. Rapid Metro, reserves the right to interrupt or halt any event, before or during the course of the event, without any advance notice and no claim or compensation in this regard will be entertained.
5. All people shall carry entry badges at the time of the event.
6. Production Company shall be responsible to obtain any / all permissions from all concerned agencies, wherever required.
7. Any customers/staff of Rapid Metro will not be involved in the event without the prior written permission of Rapid Metro.
8. The timing of the event has to be agreed in advance and must be strictly adhered to.
9. It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and / or brought in by the applicant. Any costs incurred by Rapid Metro due to the negligence or failure of the applicant in this regard shall be deducted from the security deposit of the applicant or charged additionally in case it exceeds the security amount.
10. In case of power requirement during the event at the station, the production house to arrange for the same. The applicant can also use generators for the supply of power as required. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.
11. No animals are permitted on Rapid Metro property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. Rapid Metro at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel, and property.
13. Activities prohibited under any law will not be allowed.
14. The use of fire, gunfire, explosives, or any hazardous material is not permitted at Rapid Metro stations.
15. The company/production house may use film, video, and photographs shot at Rapid Metro only for the purpose stated in the application form. The images/footage should not be used for



any other purpose without written permission from Rapid Metro.

16. Rapid Metro reserves the right to restrict the number of persons and the type of equipment entering the metro station/train for this activity.

17. Rapid Metro shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs, and expenses (including all costs for investigation and defense and expenses including legal fees thereof) which are caused by the actions of the Film / Event Companies / Media and Photographers and/ or by any participant in the event.

18. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious, or racial overtones.

19. Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of Rapid Metro.

20. The company/production house should not be allowed to make any changes in respect of the names of the locations, stations, train, etc. without prior specific permission of Rapid Metro.

21. There should not be any inconvenience to the daily commuters at the time of the event.

22. Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.

23. The proposed activities shall not tamper the operational activities or cause any inconvenience to the passengers.

24. The synopsis of the film/documentary/serial/TV Commercial etc. has to be shown to Rapid Metro before approval. No negative projection of the metro is permitted. There should not be any direct/indirect reference to terrorism in the script which contains shots of the metro and an undertaking to this effect should be given to Rapid Metro.

25. No eatable are allowed inside the train & at the station paid area. In case any non-compliance is recorded security deposit will be

UNDERTAKING

I certify that the details on this application accurately reflects the event as proposed and that I have fully read and understood the terms and condition. If the event is approved, my company and I agree to abide by the guidelines established for this event.

Name:

Signature:

Company Seal:

Designation:

Date:



Annexure-B

[ON RUPEES HUNDRED STAMP PAPER]

INDEMNITY BOND

I, _____ [Name of the Official], _____ [Designation],
_____ [Organization] having Registered Office at

_____ have been authorized by Rapid
Metro to carry out _____ [event] for a period
of ____ days from _____ to _____ for my visit to _____.

I hereby indemnify Rapid Metro, its Representatives, and Officials against any loss, injury, damage caused to metro commuters, Rapid Metro, material & property and to our men & material during the said campaign period and undertake to bear all cost incurred and liabilities as a result of such incidence.

I hereby further state that no claims/damages whatsoever shall be made by myself or my representatives against Rapid Metro on the aforesaid context before any court / statutory authorities.

Name:

Designation:

Signature:

Address:

Details	Witness 1	Witness 2
Name		
Signature		
Designation		
Address		