



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
DELHI METRO RAIL CORPORATION LTD.

EVENT GUIDELINES AND APPLICATION FORM

Date of Application: _____

Contact Person

Company/ Production House

Address

Phone & Mobile No

E-mail

Type of Event

Filming

Promotion

TV / Commercial

Documentary

Photography

Others

Proposed Location(s) of Event

Proposed Date(s) and Time(s) of the event (including site prep, shooting and wrap up)

Detailed description/outline pertaining to the event at DMRC premises (attach additional sheet(s) if necessary)

Total Number of People
(Including crew, cast, media, etc.)

Types and Number of vehicles

Type of Equipments

Power/ Additional Requirements

Details of Food & Refreshment service during the event

GUIDELINES:

1. Applications are required to be submitted to DMRC Ltd. at least 15 days in advance for proper scrutiny and approval of the case.
2. All fees including all applicable taxes must be submitted in the form of Demand Draft / Banker's Cheque at least 10 (Ten) working days before the event begins. In case of cancellations, refund shall be governed by Clause 8.0 "Cancellation and Refund Rules" of the Policy for Hiring DMRC'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 DMRC's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. DMRC Ltd., reserves the right to interrupt or halt the any event, before or during the course of 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 event.
6. Production Company shall be responsible to obtain any / all permissions from all concerned agencies, wherever required.
7. Any customers / staff of DMRC Ltd. will not be involved in the event without the prior written permission of DMRC Ltd.
8. 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 DMRC Ltd. 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 supply will be available on chargeable basis. Applicant can also use generators for 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 DMRC Ltd. property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. DMRC Ltd. 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. Use of fire, gunfire, explosives or any hazardous material is not permitted at DMRC Ltd. stations.
15. The company / production house may use film, video and photographs shot at DMRC Ltd. only for the purpose stated in the application form. The images / footage should not be used for any other purpose without written permission from DMRC Ltd.

16. DMRC Ltd. reserves the right to restrict the number of persons and the type of equipment entering the metro station/train for this activity.
17. DMRC Ltd. 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 defence 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 DMRC Ltd.
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 DMRC Ltd.
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 temper 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 DMRC 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 DMRC.

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:

FILM CREDIT NOTING “DELHI METRO RAIL CORPORATION LTD.” WOULD BE APPRECIATED