



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
DELHI METRO RAIL CORPORATION LTD.

NO. 2013/DMRC/CC/HP/01

New Delhi, Dated 18.11.2013

POLICY FOR HIRING DMRC's PREMISES INCLUDING STATIONS OR TRAINS FOR A PARTICULAR PERIOD / TIME

1.0 Objectives

Delhi Metro Rail network today consists of 190 kilometers with 143 stations, including 6 stations of Airport Express Line, spread across the length and breadth of the National Capital Territory of Delhi and has reached NCR regions of NOIDA, Ghaziabad and Gurgaon. Delhi Metro is a world class metro and the vast infrastructure created by it, at present, is not available in any other part of the country, with infrastructure of Airport Express Line being unique. DMRC premises including spaces at stations and trains may be given on short term hiring basis for the purpose of shooting of films, documentaries, TV commercials, etc. Advertisement of any kind including product display shall not be permitted during such hiring of DMRC 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 letter head of the company. However, application in Annexure-F (Event Guidelines and Application Form) is mandatory.

3.0 Booking Fees

3.1 The schedule of Booking Fees for hiring DMRC's 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/hour (excl S/Tax & free period of max one hour)
1.	Train *	
1.1	Special category Lines* (Line-2, 3/4 and Airport line)	
	Inside metro train (Special Train)	Rs.2,00,000/-
1.2	Moderate Ridership Lines (Line-1, 6)	
	Inside metro train (Special Train)	Rs.1,00,000/-
1.3	Low Ridership Lines (Line-5)	
	Inside metro train (Special Train)	Rs.75,000/-
2.	Inside Metro station *	
(i)	Special Category Stations (as in Annexure-A)	Rs.2,00,000/-
(ii)	High Ridership Stations and Airport Express Line Stations (as in Annexure-B)	Rs.1,50,000/-
(iii)	Moderate Ridership Stations (as in Annexure-C)	Rs.1,00,000/-
(iv)	Low Ridership Stations (as in Annexure-D)	Rs.75,000/-

* 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 of boarding / deboarding at platforms.
- b) **Inside Station:** Station area such as circulating area, entrance, unpaid & paid areas, platforms and no train has been booked. The shooting of regular revenue train from the platform without any actor/actress/crew member will be permitted as part of 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 purpose excluding category a) above.
- d) **Lines:** Line -1(Dilshad Garden to Rithala), Line-2 (Jahangirpuri to HUDA City Centre), Line -3/4: Dwarka Sec 21 to NOIDA City Centre/Vaishali), Line-5 (Inderlok/Kirti Nagar to Mundka, Line-6 (Central Secretariat to Badarpur) and Airport Express Line (New Delhi to Dwarka Sec-21) as in October 2013.
- 3.2 The agency will be given maximum 60 minutes free time to set up the instruments/cameras etc. In case of any dispute regarding time of start of activity or free time allowed, the decision of DMRC would be final and binding.
- 3.3 The above mentioned charges shall be paid, in advance, in the form of Demand Draft / Banker's Cheque drawn in favour of DMRC Ltd. / DMRC Airport Line, as the case may be, payable at Delhi.
- 3.4 In case the shooting/event goes beyond permitted time, then additional charges on pro rata basis has to be paid by the party. The additional time to be rounded off to next 15 minutes as illustrated below.
Illustration: If the film shooting is scheduled from 10 AM to 12 Noon and the shooting continues till 12:10 PM, the booking fee will be charged upto 12:15 PM i.e for 2.25 hrs only. The booking fee for remaining 15 mins (0.25 hr) would be paid by the agency on pro rata basis.
- 3.5 Once the permission is granted, change in category from station to train and vice versa shall only be allowed if it is generating more revenue then already agreed and if feasible. If it is leading to lowering of revenue then it will not be agreed.
- 3.6 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 DMRC and they shall issue the certificate to DMRC. Tax may be deducted @ 2% if booking is made for train only and @ 10% if booking is made for station only.

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 / Banker's Cheque. The amount of the Security is required to be deposited on confirmation of booking (at least 10 days in advance of scheduled date of booking). The amount of the security deposit shall be as under: -

SN	Property Involved	Amount Of Security Deposit
1.	Stations	3,00,000/-
2.	Both Train and Station	6,00,000/-
3.	Only Train	5,00,000/-

Security Deposit in the form of Demand Draft / Banker's Cheque will be kept by the CC depts. till the shoot is over and refunded at the earliest. However, if there is any dispute/damage etc., the same will be deposited into DMRC A/c, if dues are not cleared immediately.

5.0 Indemnity Bond

The applicant shall submit an indemnity bond on a stamp paper of hundred rupees value, duly notarized, indemnifying DMRC completely against any loss, injury, damage caused to Metro commuters, DMRC's men, material & property and to their men & material during the campaign period and undertake to bear all cost incurred as a result of such incidence. The format is at Annexure–E which is required to be submitted before the start of 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-F) which should be submitted to DMRC at least 15 days in advance for proper scrutiny and approval of the case.
- 6.2 The applications will be registered on First cum First serve basis and confirmation will be done in order of registration. The priority register will be maintained in the Corporate Communication (CC) cell to record the time and date of registration of request.
- 6.3 All fees including all applicable taxes must be submitted in the form of Demand Draft / Banker's Cheque at least 10 working days (excluding the day of the event) before the day of the scheduled event failing which the applicant may lose his priority.
- 6.4 The applicant organization should pay an interest free refundable Security Deposit as mentioned at 4.0 above on confirmation of booking by DMRC.

7.0 Other Terms and Conditions

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

- 7.1 Production Company shall be responsible to obtain any / all permissions from all other concerned agencies, wherever required.
- 7.2 Timing of the event has to be agreed in advance and must be strictly adhered to.
- 7.3 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.
- 7.4 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 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.
- 7.5 All people of the applicant's team shall carry entry badges at the time of event.
- 7.6 DMRC 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 DMRC 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 may use film, video and photographs shot at DMRC 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.
- 7.9 DMRC 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 applicant organization and / or by any participant of the event.

- 7.10 Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of DMRC.
- 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 cancelled on the request of the applicant. The refund of the booking amount shall be as under: -

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

Illustration: If booking has been made for Sept 15, 2013

Time of making request for cancellation	Refundable booking amount
Before or on Sept 8, 2013	75 %
After Sept 8 but before or on Sept 10, 2013	50%
After Sept 10 but before or on Sept 12, 2013	25%
After Sept 12, 2013	Nil

- 8.2 The Security Deposit will be refunded in full on cancellation of the booking.
- 8.3 DMRC reserves the right of full refund in case of abnormal force majeure condition.
- 8.4 DMRC 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 pro-rata basis i.e the period of booking will be counted upto next 15 minutes and the booking fee will be charged upto 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 cancelled at 11:10 AM by DMRC on any of the above account, the booking fee will be charged upto 11:15 AM i.e for 1.25 hrs only. The booking fee for remaining 45 mins (0.75 hr) would be refunded.

8.5 In case of acceptance of cancellation request, DMRC 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 DMRC property. If it is required DMRC'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 DMRC 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 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
- 9.6 DMRC staff / contractors will not be involved in the event without the prior written permission of DMRC Ltd.
- 9.7 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.
- 9.8 The synopsis of 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.

10.0 Submission of Applications

The applicant organization shall be required to submit their application (Annexure-F) with associated documents at the following address: -

Executive Director,
Corporate Communications,
Delhi Metro Rail Corporation Limited,
1st Floor, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi-110001

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

11.0 Applicability of the Policy

This policy shall remain valid upto 12.11.2017.

12.0 Exemption

Any exemption in the policy may be permitted with the approval of MD.

(Anuj Dayal)
Executive Director
(Corporate Communications)