

**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 private metro railway owned & operated by Rapid MetroRail Gurgaon Limited (RMGL). Rapid Metro network today consists of about 6 km / 6 stations including 1 station connected with Delhi Metro. Rapid Metro 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. Stations on the Line: Sikanderpur, Phase 2, Phase 3, Vodafone Belvedere Tower, IndusInd Bank Cyber City, Micromax Mousari Avenue.

Advertisement of any kind, including product display, shall not be permitted during such 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 letter head of the company. However, application in Annexure-A (Event Guidelines and Application Form) 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 (Taxes extra) [Excluding free period of max one hour for setting up]
1	Inside Station	Rs.50,000/- per station
2	Inside Train (Special Train)	Rs.1,00,000/- per train

\* 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.
- 3.2 The agency will be given maximum 20 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 RMGL shall 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 Rapid MetroRail Gurgaon Ltd, as the case may be, payable at Gurgaon.
- 3.4 In case the shooting/event goes beyond permitted time, then additional charges on pro rata basis will have to be paid by the party. The additional time will be rounded off to 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 upto 01:00 PM i.e. for 3 hours. The booking fee for remaining 1 hour would be paid by the agency on pro rata basis.

- 3.5 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.
- 3.6 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 RMGL and they shall issue the certificate to RMGL.
- 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: -

S/N	Property Involved	Amount of Security Deposit
1	Stations booking	50,000
2	Only Train or Both Train & station	2,00,000

Security Deposit in the form of Demand Draft / Banker s Cheque 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 MetroRail Gurgaon Ltd. A/c, 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 RMGL completely against any loss, injury or damage caused to the Metro commuters, RMGL'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 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 RMGL 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 shall give an interest free refundable Security Deposit as mentioned at 4.0 above on confirmation of booking by RMGL.

## 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 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 RMGL 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 event.

7.6 RMGL 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 RMGL 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 RMGL.
- 7.9 RMGL 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 & 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 or RMGL.
- 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 day of event)	Nil

Illustration: If booking has been made for Sept 15, 2014

Time of making request for cancellation	Refundable booking amount
Before or on Sept 8, 2014	75%

After Sept 8 but before or on Sept 10, 2014	50%
After Sept 10 but before or on Sept 12, 2014	25%
After Sept 12, 2014	Nil

- 8.2 The Security Deposit will be refunded in full on cancellation of the booking.
- 8.3 RMGL reserves the right of full refund in case of abnormal force majeure condition.
- 8.4 RMGL 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 up to 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 cancelled at 10:40 AM by RMGL on any of the above account, the booking fee will be charged upto 11:00 AM i.e. for 1 hour. The booking fee for remaining 1 hour would be refunded.
- 8.5 In case of acceptance of cancellation request, RMGL 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, RMGL'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 RMGL.
- 9.6 RMGL staff / contractors will not be involved in the event without the prior written permission of RMGL.
- 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 noise free 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 RMGL 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 RMGL.

#### 10.0 Submission of Applications

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

DGM,  
Corporate Communications,  
Rapid MetroRail Gurgaon Ltd.,  
2<sup>nd</sup> floor, Ambience Corporate Tower  
Ambience Island, NH#8, Gurgaon -122001  
Haryana, India

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 RMGL s website. RMGL may update the Policy at any time at their prerogative.

DGM  
(Corporate Communications)

**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 pertaining to the event at Rapid Metro premises (attach additional sheet(s) if necessary)	



<b>Total Number of People</b> (Including crew, cast, media, etc.)	
<b>Types and Number of vehicles</b>	
<b>Type of Equipments</b>	
<b>Power/ Additional Requirements</b>	
<b>Details of Food &amp; Refreshment service during the event</b>	

## GUIDELINES:

1. Applications are required to be submitted to RMGL 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 RMGL'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 RMGL's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. RMGL, 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 RMGL will not be involved in the event without the prior written permission of RMGL.
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 RMGL 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 RMGL property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. RMGL 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 RMGL stations.
15. The company / production house may use film, video and photographs shot at RMGL only for the purpose stated in the application form. The images / footage should not be used for any other purpose without written permission from RMGL.

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

#### 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 RAPID METRORAIL GURGAON LTD. WOULD BE APPRECIATED

## INDEMNITY BOND

[ON RUPEES HUNDERED STAMP PAPER]

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

\_\_\_\_\_ have been authorized by Rapid  
MetroRail Gurgaon Ltd. to carry out \_\_\_\_\_  
[event] for a period of \_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ for my visit to \_\_\_\_\_.

I hereby indemnify Rapid MetroRail Gurgaon Ltd., its Representatives and Officials against any loss, injury, damage caused to metro commuters, RMGL s men, 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 RMGL on the aforesaid context before any court / statutory authorities.

Signed \_\_\_\_\_ Witnessed by \_\_\_\_\_

Name of Visitor \_\_\_\_\_ (1) \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Time & Date of entry \_\_\_\_\_

Time & Date of exit \_\_\_\_\_

(to be filled by RMGL official)