

M/s xxxxx

Sub: Permission for Film Shooting in Metro premises

Delhi Metro Rail Corporation (DMRC) is pleased to inform you that your proposal for shooting a sequence of your feature film tentatively titled ----- in the Delhi Metro premises is agreed to on the following terms and conditions:

1. Shooting will be done at both the platforms of ----- Metro station on xxth July 2021 from ----Hrs to ---Hrs involving platforms, lifts, stairs etc. A demand draft in favour of Delhi Metro Rail Corporation Limited amounting to a total of Rs. ----- including GST @ 18% may be submitted before the permission letter is issued. If any TDS has to be deducted for the said amount, the TDS certificate for the same shall also be submitted to DMRC at the earliest. In that case, PAN, registration certificate, GST No. etc. of **M/s ---** -----also needs to be submitted to DMRC in advance at the time of receiving the permission letter.
2. Submission of Security deposit of Rs. ----- towards using the station in the form of Demand Draft in favour of Delhi Metro Rail Corporation Limited **(Refundable)**
3. Submission of Indemnity Bond on Hundred Rupees Stamp Paper.
4. The shooting has to be done as per the scene/synopsis of the film submitted to DMRC. 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 on ten Rupees Stamp Paper has to be submitted.
5. Payment of extra hours used for shooting by the team will have to be paid as per prescribed rates. All safety & security rule and regulations should be observed and shooting should not interfere with normal Metro Operations.
6. Necessary intimation/permission/license to be taken from DCP/Licensing and DCP/Railways prior to shooting and submitted to DMRC.
7. Mr. ----- Designation....., Mob. No. ----- will be the nodal officer for facilitating the shooting in the Metro premises.

In case of violation of these terms and conditions, permission will automatically be treated as withdrawn and no refund will be given.

(Name)

Designation

POLICY FOR HIRING DMRC's PREMISES INCLUDING STATIONS, TRAINS, DEPOTS AND SITES FOR A PARTICULAR PERIOD/TIME

1.0 INTRODUCTION

Delhi Metro Rail Corporation Ltd. (DMRC) is a joint venture of the Government of India (GoI) and the Government of National Capital Territory of Delhi (GNCTD) region. Delhi Metro Rail network today (November 2017) consists of 218 kilometres with 164 stations, including six 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, Gurugram and Faridabad. With the completion of Phase-3, Delhi Metro will have a network length of approximately 350 KM spanning across Delhi-NCR.

Delhi Metro is a world class Metro system 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 normal operation of Metro services.

2.0 OBJECTIVES

- 2.1 To promote Delhi Metro as an accessible and affordable shooting venue and retain its brand image as the most preferred Metro system in the country.
- 2.2 To facilitate commercial as well as non-commercial bodies and provide them assistance in exploring Delhi through Metro.
- 2.3 To showcase Delhi as one of the best shooting destinations in terms of modern infrastructure, heritage connect and demographic canvas in the national and international market.

3.0 ELIGIBILITY

- 3.1 All commercial organizations such as reputed Production Houses, Event Management Companies, Show Organizers, Film Producers & Exhibitors, Branding Companies etc. OR non-commercial organizations such as educational institutions, NGOs, charity-based organizations etc. shall make a request on the letter head of the company/organization.
- 3.2 However, application in Annexure-A (Event Guidelines and Application Form) as given alongwith this policy is mandatory.

4.0 BOOKING FEE

4.1 The schedule of Booking Fee for hiring DMRC's premises per scheduled hour of occupancy for commercial purposes shall be as under: -

| S.No. | Category | Corridor Details | Area of Booking | Booking Rate* (₹)/hour |
|--|------------------------------|--|----------------------|------------------------|
| 1. | PREMIER CORRIDORS | All interchange stations, Airport Express Line | Inside Metro Train | 2,00,000/- |
| | | | Inside Metro Station | 2,00,000/- |
| | | | Both Train & Station | 3,00,000/- |
| 2. | HIGH RIDERSHIP CORRIDORS | i) Line-2 (Yellow) ii) Line-3/4 (Blue) | Inside Metro Train | 1,00,000/- |
| | | | Inside Metro Station | 1,50,000/- |
| | | | Both Train & Station | 2,00,000/- |
| 3. | MODERATE RIDERSHIP CORRIDORS | i) Line-1 (Red) ii) Line-6 (Violet) | Inside Metro Train | 75,000/- |
| | | | Inside Metro Station | 1,00,000/- |
| | | | Both Train & Station | 1,50,000/- |
| 4. | LOW RIDERSHIP CORRIDORS | i) Line-5 (Green) ii) Line-7 (Pink) * iii) Line-8 (Magenta)* iv) Line-9 (Grey)* | Inside Metro Train | 50,000/- |
| | | | Inside Metro Station | 50,000/- |
| | | | Both Train & Station | 75,000/- |
| 5 | MISCELLANEOUS CORRIDORS | i) Maintenance Depots ii) Construction sites | As feasible | 3,00,000/- |
| *Hiring of DMRC's premises as detailed above shall be granted at a discount of 25% if the permission for undertaking shoot etc. is taken from 2300 Hrs to 0600 Hrs. For rest of the hours, payment in full is to be made as given above. Taxes will be extra as applicable from time to time | | | | |

4.2 Here, following definition of station and train 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. **Even for booking a single coach in the train, the booking rates will be applicable equivalent to booking a train.**
- 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 New Bus Adda), Line-2 (Samaypur Badli to HUDA City Centre), Line -3/4: Dwarka Sec 21 to NOIDA Electronic City/Vaishali), Line-5 (Inderlok/Kirti Nagar to City Park, Line-6 (Kashmere Gate to Ballabgarh), Line -7 (Majlis Park to Shiv Vihar), Line-8 (Janakpuri West to Botanical Garden), Line-9

(Dwarka to Dhansa Bus Stand) and Airport Express Line (New Delhi to Dwarka Sec-21) as in November 2017.

e) **Depots/sites:** As decided by DMRC from time to time.

4.3 **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.

4.4 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.

4.5 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.

4.6 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 than already agreed and if feasible. If it is leading to lowering of revenue then it will only be agreed if feasible or the earlier (higher) charges are paid by the party.

4.7 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.

4.8 There shall be no relaxation to the Crew/associated team and their equipments from security checks and the same shall be as applicable to other Metro passengers.

5.0 **SECURITY DEPOSIT**

5.1 Besides applicable charges, as mentioned at 4.0 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.No. | Property Involved | Amount of Security Deposit (In `) |
|--------------|--------------------------|--|
| 1 | Stations | 3,00,000/- |
| 2 | Both Train and Stations | 6,00,000/- |
| 3 | Only Train | 5,00,000/- |

| | | |
|---|-------------|------------|
| 4 | Depot/sites | 6,00,000/- |
|---|-------------|------------|

5.2 Security Deposit in the form of Demand Draft / Banker's Cheque will be kept by the CC deptt. 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.

6.0 INDEMNITY BOND

6.1 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.

6.2 The format is at Annexure-B which is required to be submitted before the start of event/shoot.

7.0 PAYMENT OF APPLICABLE FEES / SECURITY DEPOSIT

7.1 The applicant organizations as mentioned at 3.0 above may apply in Event Guidelines and Application Form (Annexure-A) which should be submitted to DMRC at least 15 days in advance for proper scrutiny and approval of the case.

7.2 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.

7.3 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.

7.4 The applicant organization should pay an interest free refundable Security Deposit as mentioned at 5.0 above on confirmation of booking by DMRC.

8.0 OTHER TERMS AND CONDITIONS

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

8.1 Production Company shall be responsible to obtain any / all permissions from all other concerned agencies, wherever required.

8.2 Timing of the event has to be agreed in advance and must be strictly adhered to.

- 8.3 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.
- 8.4 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.
- 8.5 All people of the applicant's team shall carry entry badges at the time of event.
- 8.6 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.
- 8.7 DMRC reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.
- 8.8 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.
- 8.9 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.
- 8.10 Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of DMRC.
- 8.11 There should not be any inconvenience to the daily commuters at the time of the event.
- 8.12 Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
- 8.13 The proposed activities shall not hamper the operational activities or cause any inconvenience to the passengers.

9.0 CANCELLATION AND REFUND RULES

- 9.1 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, 2017

| Time of making request for cancellation | Refundable booking amount |
|--|----------------------------------|
| Before or on Sept 8, 2017 | 75 % |
| After Sept 8 but before or on Sept 10, 2017 | 50% |
| After Sept 10 but before or on Sept 12, 2017 | 25% |
| After Sept 12, 2017 | Nil |

9.2 The Security Deposit will be refunded in full on cancellation of the booking.

9.3 DMRC reserves the right of full refund in case of abnormal force majeure condition.

9.4 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.

9.5 In case of acceptance of cancellation request, DMRC reserves the right to allocate it to the next in turn.

10.0 EXCEPTIONS

10.1 Activities prohibited under any law will not be allowed.

10.2 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.

10.3 Use of fire, gunfire, explosives or any hazardous material is not permitted at DMRC stations.

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

10.5 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

10.6 DMRC staff / contractors will not be involved in the event without the prior written permission of DMRC Ltd.

10.7 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.

10.8 The synopsis of film/documentary/serial/TV Commercial etc. has to be shown to DMRC for 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.

11.0 SUBMISSION OF APPLICATIONS

The applicant organization shall be required to submit their application (Annexure-A) 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.

12.0 APPLICABILITY OF THE POLICY

This policy shall remain valid upto 31.12.2022.

13.0 EXEMPTION

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

**(Anuj Dayal)
Executive Director
(Corporate Communications)**