

# NCRTC PREMISES HIRING POLICY



## NCRTC PREMISES HIRING POLICY FOR EVENTS INCLUDING FILM SHOOTINGS

**December 2023**  
(Effective till 31-December-2024)

**NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.**  
**Gati Shakti Bhawan, INA, New Delhi-110023**  
**[www.ncrtc.in](http://www.ncrtc.in)**

**POLICY FOR HIRING NCRTC’s PREMISES INCLUDING STATIONS, NAMO-BHARAT TRAINS, DEPOTS, AND SITES FOR A PARTICULAR PERIOD/TIME FOR EVENTS INCLUDING FILM SHOOTS.**

**1.0 INTRODUCTION**

National Capital Region Transport Corporation (“**NCRTC**”) is a joint venture company of the Government of India (GoI) and the States of Haryana, Rajasthan, Uttar Pradesh, and Delhi.

NCRTC has been given the mandate for designing, developing, implementing, financing, operating, and maintaining the Regional Rapid Transit System (RRTS) projects in the National Capital Region (NCR) to provide comfortable and fast transit to NCR towns and meet the high growth in transport demand. It offers dependable, frequent, point-to-point regional transit at a high speed along a designated course way, setting it apart from traditional railroads. RRTS differs from metro in that it is designed to accommodate passengers who want to travel significantly farther distances with fewer stops and at a faster rate of speed.

With high speed (160 km) and high frequency (5 to 10 min) operations, the RRTS network would provide world-class commuter transit services that would be safe and minimize commuter journey times in the area. The technology used would enable traveling distances of 100 km in under 45–50 minutes for non-stop trips. The project would also guarantee the ease of high-quality last-mile connectivity, meeting the needs of all types of network users. To enable smooth integration with the Indian Railways, Inter State Bus Terminals (ISBTs), Airports, and Delhi Metro, the network would be developed and spatially oriented.

The three interoperable RRTS lines will connect and give travelers smooth ride at the Sarai Kale Khan RRTS station in Delhi, all three corridors i.e.. Delhi - Ghaziabad - Meerut, Delhi - Panipat, and Delhi – Gurugram-SNB-Alwar — will converge.

RRTS Corridors being developed in Phase 1:

<b>Particulars</b>	<b>Delhi-Ghaziabad-Meerut</b>	<b>Delhi-Gurugram-SNB-Alwar</b>	<b>Delhi-Panipat</b>
Corridor Length	82 Km	164 Km	103 Km
Number of mainline stations	16 + 9 (Meerut MRTS Stations)	22	16

NCRTC’s RRTS is a world class Rapid Transit System and is the first regional transit system to use high speed rails for connectivity in the country. NCRTC/RRTS premises including spaces at stations and Namo-Bharat 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 NCRTC premises. Further, these activities of shooting shall not cause inconvenience to the Namo-Bharat users or interfere in the normal operation of Namo-Bharat services.

## 2.0 **OBJECTIVES**

- 2.1 To promote RRTS and Nammo-Bharat train as an accessible and attractive shooting venue and retain its brand image as the most preferred RRTS system in the country.
- 2.2 To facilitate commercial as well as non-commercial bodies and provide them with assistance in exploring National Capital and NCR through Nammo-Bharat trains.
- 2.3 To showcase Delhi-NCR 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 along with this policy is mandatory.

## 4.0 **BOOKING FEE**

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

Corridor	Corridor Details	Area of Booking	Booking Rate* (₹)/hour
DELHI- GHAZIABAD- MEERUT	All stations	Inside Nammo-Bharat train.	2,00,000/-
		Inside RRTS Station	2,00,000/-
		Both Nammo-Bharat train. & Station	3,00,000/-
		Depots/Sites	2,50,000/-

Note: if Nammo Bharat Trains are required during night hours (Non-revenue Hour) then booking of events can be considered subject to feasibility and availability of Nammo Bharat Trains at an extra charge applicable at that time.

Here, following definition of station and Nammo-Bharat train. may be considered: -

- a) **Inside Nammo-Bharat train.:** When Nammo-Bharat train(s) has / have been booked and the activity inside the Nammo-Bharat train. including shooting of boarding /deboarding at platforms. **Even for booking a single coach in the Nammo-Bharat train, the booking rates will be applicable equivalent to booking an entire Nammo-Bharat train.**

- b) **Inside Station:** Station area such as circulating area, entrance, unpaid & paid areas, platforms, and no Nammo-Bharat train has been booked. The shooting of regular revenue Nammo-Bharat train. from the platform without any actor/actress/crew member will be permitted as part of shooting of the station.
- c) **Both Nammo-Bharat train & Station:** Wherein shooting is being done inside the Nammo-Bharat train, outside the Nammo-Bharat train, station area and Nammo-Bharat train(s) has/have been booked for shooting purpose excluding category a) above.
- d) **Depots/sites:** As decided by NCRTC from time to time.
- 4.1 **The agency will be given a maximum of 60 minutes free time to set up the instruments/cameras etc.** In case of any dispute regarding the time of start of activity or free time allowed the decision of NCRTC would be final and binding.
- 4.2 The above-mentioned charges shall be paid, in advance, in the form of Demand Draft/ Online payment mode / Banker's Cheque drawn in favor of NCRTC, as the case may be, payable at Delhi.
- 4.3 In case the shooting/event goes beyond permitted time, then additional charges on pro rata basis must 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 up to 12:15 PM i.e., for 2.25 hrs only. The booking fee for the remaining 15 mins (0.25 hr) would be paid by the agency on a pro rata basis.
- 4.4 Once permission is granted, a change in category from station to Nammo-Bharat train. and vice versa shall only be allowed if it is generating more revenue than already agreed and if feasible. If it leads to a lowering of revenue, then it will only be agreed if feasible or the earlier (higher) charges are paid by the party.
- 4.5 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 NCRTC and they shall issue the certificate to NCRTC.
- 4.6 There shall be no relaxation to the Crew/associated team and their equipment from security checks and the same shall be as applicable to other Nammo-Bharat passengers.

## 5.0 **SECURITY DEPOSIT**

- 5.1 Besides applicable charges, as mentioned at 4.0 above, the applicant shall be required to submit an interest free Security Deposit in the form of Demand Draft / Banker's Cheque / Online payment mode. 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: -

Sr. No.	Property Involved	Amount of Security Deposit (In Rs)
1.	RRTS Stations	3,00,000 /-
2.	Both Nammo-Bharat train and Stations	6,00,000 /-
3.	Only Nammo-Bharat train.	5,00,000 /-
4.	Depots/Sites	6,00,000 /-

- 5.2 Security Deposit in the form of Demand Draft / Banker's Cheque / Online payment mode will be kept by the CC dept. till the shoot is over and refunded at the earliest. However, if there is any dispute/damage etc., the same will be deposited into NCRTC's 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 NCRTC completely against any loss, injury, damage caused to Namu-Bharat commuters, NCRTC's men and O&M staff, 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 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 mentioned at 3.0 above may apply in Event Guidelines and Application Form (Annexure-A) which should be submitted to NCRTC at least 15 days in advance for proper scrutiny and approval of the case.
- 7.2 The applications will be registered on First come 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 / Online payment mode 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 NCRTC.

## **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 The Production Company shall be responsible for obtaining any / all permissions from all other concerned agencies, wherever required.
- 8.2 The 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 NCRTC'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 NCRTC 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 passes issued by NCRTC at the time of event.
- 8.6 NCRTC at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of RRTS operations, Public, personnel and property.
- 8.7 NCRTC reserves the right to restrict the number of persons and the type of equipment entering the RRTS station for this activity.
- 8.8 The company / production house may use film, video and photographs shot at NCRTC only for the purpose stated in the application form. The images / footage should not be used for any other purpose without written permission from NCRTC.
- 8.9 NCRTC 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 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 NCRTC.
- 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 Namu-Bharat premises, including Namu-Bharat 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

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 Dec 15, 2023**

Time of making request for cancellation	Refundable booking amount
Before or on Dec 8, 2023	75 %
After Dec 8 but before or on Dec 10, 2023	50%
After Dec 10 but before or on Dec 12, 2023	25%
After Dec 12, 2023	Nil

- 9.1 The Security Deposit will be refunded in full on cancellation of the booking.
- 9.2 NCRTC reserves the right of full refund in case of abnormal force majeure condition.
- 9.3 NCRTC always reserves the right to halt any activity that is deemed to adversely impact the safety and security of Namu-Bharat/RRTS 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 15 minutes 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 11:10 AM by NCRTC on any of the above account, the booking fee will be charged up to 11:15 AM i.e., for 1.25 hrs. only. The booking fee for the remaining 45 mins (0.75 hr.) will be refunded.
- 9.4 In case of acceptance of cancellation request, NCRTC 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 NCRTC property. If it is required NCRTC'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 NCRTC 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, Namu-Bharat trains etc. without prior specific permission of NCRTC.
- 10.6 NCRTC staff / O&M staff/ contractors will not be involved in the event without the prior written permission of NCRTC Ltd.
- 10.7 In case of power requirement during the event at the station, the supply will be available on chargeable basis. Applicants 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 RRTS station patrons and staff do not trip or fall.
- 10.8 The synopsis of film/documentary/serial/TV Commercial etc. must be shown to NCRTC for approval. No negative projection of the NCRTC/RRTS/Namu-Bharat is permitted. There should not be any direct / indirect reference to terrorism in the script which contains shots of the Namu-Bharat and an undertaking to this effect should be given to NCRTC.

#### **11.0 SUBMISSION OF APPLICATIONS**

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

**Group General Manager/ARS,  
National Capital Region Transport Corporation,  
Gati Shakti Bhawan, INA,  
New Delhi – 110023**

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

#### **12.0 APPLICABILITY OF THE POLICY**

This policy shall remain valid up to 31.12.2024.

#### **13.0 EXEMPTION**

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

**(Shri R.K. Singh)**  
**Group General Manager/ARS**  
**National Capital Region Transport Corporation**





**Annexure-A**

**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 NCRTC 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

### **GUIDELINES:**

1. Applications are required to be submitted to NCRTC. 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/online mode at least 10 (Ten) working days before the event begins. In case of cancellations, refund shall be governed by Clause 9.0 "Cancellation and Refund Rules" of the Policy for Hiring NCRTC's Premises including Stations or Namo bharat 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 NCRTC's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. NCRTC 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 pass issued by NCRTC 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 NCRTC will not be involved in the event without the prior written permission of NCRTC.
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 NCRTC 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. Applicants 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 Namo-Bharat train/RRTS station patrons and staff do not trip or

fall.

11. No animals are permitted on NCRTC property without prior consent. If consent is granted, animal(s) must be always kept under control by qualified personnel.
12. NCRTC at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of Nammo-Bharat train/RRTS 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 RRTS stations.
15. The company / production house may use film, video and photographs shot at NCRTC only for the purpose stated in the application form. The images / footage should not be used for any other purpose without written permission from NCRTC.
16. NCRTC reserves the right to restrict the number of persons and the type of equipment entering the RRTS/Nammo-Bharat station/train for this activity.
17. NCRTC 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 NCRTC.
20. The company / production house should not be allowed to make any changes in respect of the names of the locations, stations, trains etc. without prior specific permission of NCRTC.
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 RRTS premises, including trains, will not be permitted during 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 NCRTC before approval. No negative projection of the NCRTC/RRTS/Nammo-Bharat train is permitted. There should not be any direct / indirect reference to terrorism in the script which contains shots of the Nammo-Bharat and an undertaking to this effect should be given to NCRTC.

## **UNDERTAKING**

I certify that the details on this application accurately reflect the event as proposed, and that I have fully read and understood the terms and conditions. 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 "NATIONAL CAPITAL REGION TRANSPORT  
CORPORATION" WOULD BE APPRECIATED**

**Annexure-B**

**INDEMNITY BOND**

[ON RUPEES ONE HUNDERED STAMP PAPER]

I, [Name of the Official], [Designation], [Organization] having Registered Office at \_\_\_\_\_ have been authorized by National Capital Region Transport Corporation to carry out \_\_\_\_ [event] for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ for my visit to \_\_\_\_\_. I hereby indemnify National Capital Region Transport Corporation, its Representatives and Officials completely against any loss, injury, damage caused to Namo-Bharat commuters, NCRTC's men and O&M staff material & property and to our men & material as well during the said campaign period and undertake to bear all cost incurred as a result of such incidence.

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

Signed

Witnessed by

Name of Visitor

1)

Address

2)

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

Time & Date of exit \_\_\_\_\_  
(to be filled by NCRTC official)