NCRTC PREMISES HIRING POLICY

NCRTC PREMISES HIRING POLICY

FOR EVENTS INCLUDING FILM SHOOTINGS

January 2025

Effective till 31st December 2025

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED

Gati Shakti Bhawan, INA, New Delhi- 110023
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 Namo Bharat Transit System 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. Namo Bharat Train 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 Namo Bharat Train 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 Namo Bharat corridors will connect and give travelers smooth ride at the Sarai Kale Khan Namo Bharat station in Delhi, all three corridors i.e.. Delhi - Ghaziabad - Meerut, Delhi - Panipat, and Delhi – Gurugram-SNB-Alwar — will converge.

Namo Bharat Train Corridors being developed in Phase 1:

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

NCRTC's Namo Bharat Transit System is a world class and is the first regional transit system to use high speed rails for connectivity in the country. NCRTC/ Namo Bharat 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 Namo Bharat system and Namo-Bharat train as an accessible and attractive shooting venue and retain its brand image as the most preferred Namo Bharat 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 Namo-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 or through e-mail.

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 Namo-Bharat train.	2,00,000/-
		Inside Namo Bharat station	2,00,000/-
		Both Namo-Bharat train. & Station	3,00,000/-
		Depots/Sites	2.5 0,000/-

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

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

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

b) **Inside Station:** Station area such as circulating area, entrance, unpaid & paid areas, platforms, and no Namo-Bharat train has been booked. The shooting of regular revenue Namo-Bharat train. from the platform without any actor/actress/crew member will be permitted as part of shooting of the station.

c) **Both Namo-Bharat train & Station:** Wherein shooting is being done inside the Namo-Bharat train, outside the Namo-Bharat train, station area and Namo-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 Namo-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 Namo-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.	Namo Bharat Stations	3,00,000 /-
2.	Both Namo-Bharat train and Stations	6,00,000 /-
3.	Only Namo-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 Namo-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 Namo Bharat Train operations, Public, personnel and property.

8.7 NCRTC reserves the right to restrict the number of persons and the type of equipment entering the Namo Bharat Train 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 Namo-Bharat premises, including Namo-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 Jan 15, 2025

Time of making request for cancellation	Refundable booking amount
Before or on Jan 8, 2025	75 %
After Jan 8 but before or on Jan 10, 2025	50%
After Jan 10 but before or on Jan 12, 2025	25%
After Jan 12, 2025	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 Namo-Bharat/ Namo Bharat Train 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, Namo-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 Namo Bharat Train 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/ Namo Bharat system is permitted. There should not be any direct / indirect reference to terrorism in the script which contains shots of the Namo-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 or through e-mail: ***ars@ncrtc.in***

12.0 APPLICABILITY OF THE POLICY

This policy shall remain valid up to 31st December 2025.

13.0 EXEMPTION

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