



**NCRTC POLICY FOR BIRTHDAY PARTIES, PRE-
WEDDING SHOOTS, AND OTHER SIMILAR
CELEBRATIONS ON NAMO BHARAT**

March 2025

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED

**Gati Shakti Bhawan, INA, New Delhi- 110023
www.ncrtc.in**

POLICY FOR BIRTHDAY PARTIES, PRE-WEDDING SHOOTS, AND OTHER SIMILAR CELEBRATIONS ON NAMO BHARAT

1.0 INTRODUCTION

National Capital Region Transport Corporation (NCRTC) – a joint venture company of the Govt of India and the states of Delhi, Haryana, Rajasthan, and Uttar Pradesh – has been given the mandate for designing, developing, implementing, financing, operating and maintaining the Regional Rapid Transit System (RRTS) i.e., Namo Bharat projects in the National Capital Region (NCR) to provide comfortable and fast transit to NCR towns and meet the high growth in transport demand.

Delhi-Meerut Namo Bharat corridor - India's first semi-high-speed regional rail - being implemented by NCRTC, is one of the 8 Namo Bharat corridors identified under the Functional Plan for NCR-2032 to transform regional connectivity in India's NCR. The Delhi-Meerut corridor spans over 82 km, originating from Sarai Kale Khan in Delhi and terminating at Modipuram in Meerut. The project passes through key hubs such as NCT-Delhi, Ghaziabad, Modinagar, and Meerut. With a design speed of 180 km/h and a highly advanced signaling system, the project aims to reduce travel time between Delhi and Meerut to under an hour.

The NCRTC is integrating cutting-edge technologies with a commuter-centric approach, alongside extensive multimodal integration and unprecedented Transit-Oriented Development (TOD) initiatives. These initiatives, along with the full operation of the corridor, are expected to attract high footfall at the stations, making them vibrant commercial hubs.

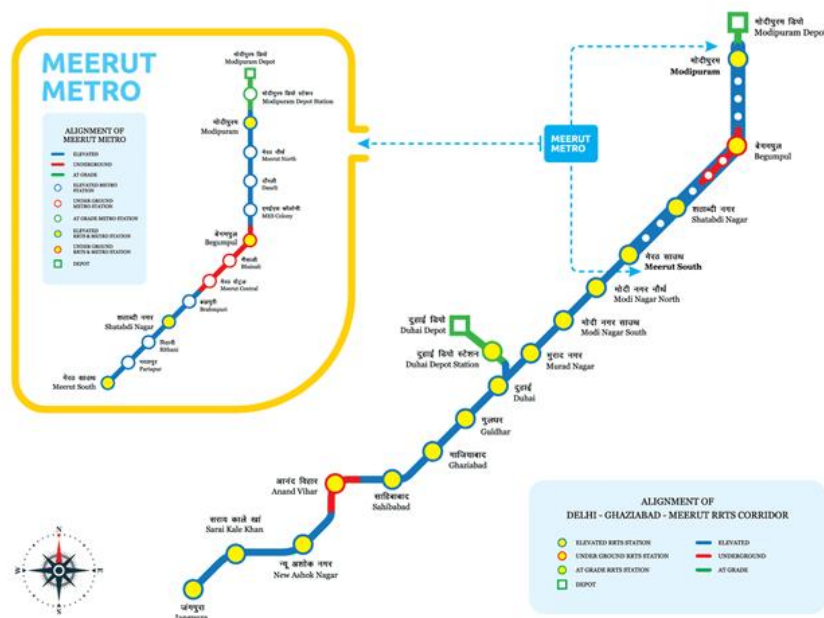


Figure 1: Delhi Meerut RRTS Corridor

2.0 **OBJECTIVES**

- 2.1 Promote the RRTS network as an attractive venue for Birthday parties, pre-wedding shoots, and other similar celebrations.
- 2.2 Brand building for the Namo Bharat system as a preferred, accessible, and innovative choice, and elevate its appeal as a one-of-a-kind destination for such purposes.
- 2.3 Generate non-fare revenue through Birthday parties, pre-wedding shoots, and other similar celebrations.

3.0 **ELIGIBILITY**

- 3.1 An interested Applicant (i.e., Individuals or Event/ Wedding organizers/ Photography companies/ Media Companies, registered as Sole Proprietorship Firm/ Partnership Firm/ Public Limited Company/ Private Limited Company/ Government Organization/ Public Sector Undertaking/ Society/ Trust/ LLP, etc.) is eligible to apply under the policy.

4.0 **BOOKING FEE, SECURITY DEPOSIT, AND PAYMENT TERMS**

Applicable Charges for Birthday parties, pre-wedding shoots, and other similar celebrations are as under:

Corridor	Booking Area	Booking Fee Per hour per coach (Excluding Taxes) (in ₹)	Security Deposit (in ₹)
DELHI- GHAZIABAD- MEERUT	Static Coach of Namo Bharat Train	5,000	20,000
	Running Coach of Namo Bharat Train	8,000	20,000

These rates are subject to regular revision in the future.

- 4.1 In case the celebration/shoot is planned at any paid/ unpaid area of the station premises in addition to the coaches, 50% of the booking fee as per the above table will be charged additionally.
- 4.2 If the total number of individuals present during the event is more than 68 individuals, then the normal ticket fare per extra individual will be charged.
- 4.3 The holding of events/shoots will be permitted only during the defined revenue hours, i.e., from 6 am to 11 pm.
- 4.4 A maximum of 30 minutes of preparation time (for setting up of instruments/cameras, etc., decorations, or any such arrangements) and 30 minutes for the removal of decorations, etc., will be given in addition to the booking time. 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.

- 4.5 In case the shooting goes beyond the permitted time, then additional charges on a pro-rata basis will be charged as per the above table. The additional time is rounded off to the next 10 minutes as illustrated below. *Illustration: If the shooting is scheduled from 10 AM to 12 Noon and the shooting continues till 12:08 PM, the booking fee will be charged up to 12:10 PM, i.e., for 2.10 hrs. only. The booking fee for the remaining 10 mins (0.16 hr) would be paid by the party on a pro-rata basis, calculated as per the rates in the above table.*
- 4.6 The applicants eligible as per 3.1 above may apply in the prescribed Application Form (Annexure-A), which should be submitted to NCRTC at least 25 days before the event.
- 4.7 The applicant must submit the Booking charges & Security Deposit amount within 3 working days after the approval of the application. The payment can be in the form of a Demand Draft/ Online payment mode / Banker's Cheque drawn in favor of NCRTC payable at Delhi, as per the given details:

Bank Account Details	
Name	NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED
Bank	YES Bank Ltd
Branch	Chanakyapuri (Malcha Market)
Account No	381300002042
IFSC Code	YESB0000003

- 4.8 Security Deposit will be retained by NCRTC till the event is over and will be refunded after receiving confirmation from the Operations Department that there is no damage to the property of NCRTC.
- 4.9 However, if at the time of the event, any damage (including soiling of the seats) occurs, then the same shall be recovered first from the Security Deposit amount, and the balance amount (if any) shall be refunded. If the damages amount is more than the Security Deposit, then NCRTC shall have the right to recover the additional amount from the Applicant.
- 4.10 GST & other applicable taxes shall be charged in addition to the above rates. Further, it is the responsibility of the payer to see at what rate the tax is deducted at source while booking and making the payment to NCRTC, and they shall issue the certificate to NCRTC. TDS Certificate Format as per the Income Tax Act, 1961.
- 4.11 A mockup coach is available at Duhai Depot, which can also be booked under the Static coach category with applicable rates.

5.0 **CANCELLATION AND REFUND RULES**

The booking may be cancelled at the request of the applicant. The refund of the booking amount shall be as below: -

Time of requesting cancellation	Refundable booking amount
---------------------------------	---------------------------

Before or on 7 days in advance of the scheduled day of the event (Excluding the day of the event),	75%
Before or on 5 days in advance, but later than 7 days in advance (Excluding the day of the event)	50%
Before or on 3 days in advance, but later than 5 days in advance (Excluding the day of the event)	25%
Later than 3 days in advance (excluding the date of the event)	Nil

Illustration: If a booking has been made for January 15, 2025

Time of requesting cancellation	Refundable booking amount
Before or on January 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

- 5.1 The Security Deposit will be refunded in full on cancellation of the booking.
- 5.2 NCRTC reserves the right to a full refund in case of a force majeure condition.
- 5.3 In case of acceptance of the cancellation request, NCRTC reserves the right to allocate it to the next in line.

6.0 OTHER TERMS AND CONDITIONS

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

- 6.1 Activities prohibited under The Metro Railways (Carriage and Ticket) Rules 2014 will not be allowed. The list of prohibited items includes:
 - explosive substances that pose the risk of explosion or fire, or both.
 - gases compressed, liquefied, or dissolved under pressure.
 - petroleum and other inflammable liquids
 - inflammable solids
 - oxidizing substances
 - poisonous (toxic) substances
 - acids and other corrosives
 - radioactive substances
 - weapons, arms, and ammunition.
 - any Chemical, Biological, Radiological, Nuclear, and Enhanced Conventional Weapons that pose a risk to passengers or property.
 - Alcoholic Beverages, intoxicating items, smoking
 - Any Flammable item
 - Crackers
 - Sharp tool or equipment
 - Any item that can spill and damage the floors or seats of the train
 - Drone photography in and around the premises
- 6.2 No animals/birds are permitted on Namo Bharat premises.

- 6.3 Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious, or racial overtones.
- 6.4 The applicant shall not be allowed to make any changes in respect of the names of the Namo-Bharat trains without prior specific permission of NCRTC.
- 6.5 Decoration will be permitted as per the following terms-
- Minimum decoration will be allowed. And it will be the sole responsibility of the applicant to make the required arrangements and bear the cost of decoration.
 - Artificial flowers/party props shall be allowed with non-adhesive material.
 - Use of spray or lighting of candles or any fire-related items is strictly prohibited inside the Namo Bharat Train.
 - No permanent structure shall be allowed to be placed. Only temporary structures are allowed with the due permission of NCRTC. Details of the structure/ decoration shall have to be provided to NCRTC at the time of booking.
 - Decoration shall be carried out only in the presence of Rolling Stock staff and security personnel from SSF/CISF at the depot or on the main line, depending on the kind of decoration required.
- 6.6 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.
- 6.7 All people on the applicant's team shall carry entry passes issued by NCRTC for the event.
- 6.8 There shall be no relaxation to the Applicant/ Crew/ associated team and their equipment from security checks, and the same shall be as applicable to other Namo-Bharat passengers.
- 6.9 The proposed activities must not hamper the operational activities or cause any inconvenience to the passengers.
- 6.10 The participant shall be responsible for obtaining permission from all agencies concerned, wherever required, and ensuring compliance with all laws as applicable.
- 6.11 NCRTC reserves the right to restrict the number of people and the type of equipment to enter the Namo Bharat Train station for this activity.
- 6.12 The applicant may use video and photograph shots 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.
- 6.13 Filming or photographing, or Video in any manner, with or without intention, should not be used to project a negative image of NCRTC.
- 6.14 Display of any third-party advertisement in the Namo-Bharat trains will not be permitted during any permitted event.

- 6.15 NCRTC always reserves the right to halt any activity that is deemed to adversely impact the safety and security of Namo Bharat Train operations, personnel, and property.

7.0 INDEMNITY BOND

- 7.1 The applicant shall submit an indemnity bond on a stamp paper of one hundred rupees value, duly notarized, indemnifying NCRTC completely against any loss, injury, damage caused to Namo-Bharat commuters, NCRTC's staff and O&M staff, material & property, and their men & material during the event period and undertake to bear all cost incurred as a result of such incidence.
- 7.2 The format for the Indemnity Bond is provided in Annexure B, which must be submitted before the start of the event.

8.0 SUBMISSION OF APPLICATIONS

The applicant organization shall be required to submit its 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

9.0 APPLICABILITY OF THE POLICY

This policy shall remain valid until further intimation in this regard by NCRTC.

10.0 EXEMPTION/ MODIFICATIONS

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

Annexure A

APPLICATION FORM (Hard copy submission)

Date of Application: _____

Name of Applicant: _____

Local Address of correspondence: _____

Contact Information:

Landline: _____

Mobile: _____

Email: _____

Synopsis/ Detailed description of event: _____

(Attach additional sheet if required.)

Proposed Namo Bharat Station/ Location: _____

Proposed Booking:

(Tick one or more, as applicable.)

Corridor	Booking Area	Proposed Booking
DELHI- GHAZIABAD- MEERUT	Static Coach of Namo Bharat Train	
	Running Coach of Namo Bharat Train	

Proposed Date and Time of event: _____

Duration (Number of Hours): _____

Total Number of People: _____

(Enclose a list of Names, Aadhar Numbers, and Copies of Aadhar Cards to be duly submitted with the list.)

List & Type of Items (Planning to bring): _____

Decoration (Yes/No): _____

(Enclose the details of the decorations or any structures that are to be used by the applicant.)

Note: Application Form and Indemnity Bond in given formats are enclosed as annexures herewith to be duly signed and submitted, including Aadhar Card and address proof document for individuals and Incorporation certificate & registered office address proof for Corporations.

List of Visitors

[illegible]

**Aadhar card Copies need to be submitted along with this list.*

UNDERTAKING

I / We certify that the detail of this application accurately reflects the event as proposed and that I have fully read and understood the Terms & Conditions mentioned in the Application Form of NCRTC. If the event is approved, I (along with my group) agree to abide by the guidelines, Terms & Conditions established in the Application Form. A signed copy of NCRTC's Application Form accepting the Terms & Conditions is enclosed herewith.

Signature of the Applicant:

Name of the Applicant:

Address:

Mobile No.

Email ID:

Seal if any:

Annexure B

INDEMNITY FORM/ BOND

This Indemnity Bond is executed at **New Delhi** on this _____ day of _____, **202__**, by **Mr./Ms.**_____ Son/daughter/wife of **Sh.**_____ R/o-_____ aged about **years (Aadhaar No.**_____) (hereinafter called the “**EXECUTANT**” which expression shall unless excluded by or repugnant to the context be deemed to include his heirs, administrators, representatives, assignees etc.) of the one part.

OR

_____ having Regd. Office at _____ and hereinafter called the “**EXECUTANT**,” which expression shall, unless excluded by or repugnant to the context, be deemed to include its heirs, administrators, representatives, permitted assignees, etc.) of the other party.

IN FAVOUR OF

National Capital Region Transport Corporation Limited (NCRTC) CIN-U60200DL2013GOI256716, having Regd. & Corporate office at Gati Shakti Bhawan, INA, New Delhi-110023, and hereinafter called “**SECOND PARTY**”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its heirs, administrators, representatives, permitted assignees, etc.) of the other party.

WHEREAS the SECOND PARTY has been given the mandate for designing, developing, implementing, financing, operating, and maintaining the Namo Bharat Corridors. The objective is to connect towns in NCR with higher-speed, high-frequency regional rail-based commuter transit systems. The first phase of the network is planned with three corridors, namely Delhi-Meerut, Delhi-Panipat-Karnal, and Delhi-SNB-Alwar.

AND WHEREAS the Namo Bharat Corridors are expected to trigger economic development across NCR and lead to the development of vibrant commercial, social, and cultural hubs at their stations.

AND WHEREAS the SECOND PARTY is dedicated to promoting balanced urbanization in the region, while simultaneously striving for financial sustainability by exploring new areas of revenue generation.

AND WHEREAS the SECOND PARTY has a policy for Birthday parties, pre-wedding shoots, and other similar celebrations in the Static & Running Coach of Namu Bharat Train.

AND WHEREAS the EXECUTANT has booked the Static/Running Coach of Namu Bharat Train vide Application No. _____ dated _____ and the same has been accepted by the **SECOND PARTY**. The details are as follows:

Event: _____

Date: _____

Duration: _____

Coach: _____ (Static/Running)

AND WHEREAS it is the responsibility of the **EXECUTANT** to execute the event of Celebration for Birthday parties/ pre-wedding shoots, and other similar celebrations.

AND SECOND PARTY shall not be held liable for any legal disputes, actions, or intellectual property rights (IPR).

AND WHEREAS the EXECUTANT further represented that the event is not subject to any encumbrances, litigation, charge, lien, attachment, claim, demand, acquisition by the Government or any kind of court litigation whatsoever, and should there be, the **EXECUTANT** shall discharge the same from and out of their fund and shall keep the **SECOND PARTY** indemnified at all times.

AND WHEREAS this Indemnity Bond has since been executed in favor of the **SECOND PARTY**, i.e., National **Capital Regional Transport Corporation Limited (NCRTC)**, the Stamp Duty has been paid by the **EXECUTANT**, and further all other incidental expenses of this Indemnity Bond, if any, shall be paid by the **EXECUTANT**.

NOW THIS INDEMNITY BOND WITNESSETH AS UNDER:

That the **EXECUTANT** hereby undertakes to indemnify and keep harmless the **SECOND PARTY** against all such losses, expenses, costs, damages, injuries, deaths, etc. which may be suffered, incurred, undergone and/or sustained by **SECOND PARTY** due to the false commitments & any damages related to the event in Namu Bharat Coach by the **EXECUTANT** in which event the **EXECUTANT** undertakes to make good the same and if the **EXECUTANT** fails to make good the same then **SECOND PARTY** shall have the right to recover the same from any land /assets of the **EXECUTANT** and/or from the persons acquiring any benefit, share etc. from the movable, immovable properties of the **EXECUTANT** and **EXECUTANT** hereby further confirms and declares that this bond is irrevocable and shall be final and binding on the **EXECUTANT**, his heirs, executors, administrators, legal representatives and assignees etc.

That the **EXECUTANT** further assures the **SECOND PARTY** and declares that the **EXECUTANT** shall be liable to indemnify the **SECOND PARTY** in full the extent of loss sustained by the **SECOND PARTY** in connection with the event of the **EXECUTANT**, and the **SECOND PARTY** shall have full rights to recover the same, along with the cost and expenses through the Court of Law.

In witnesses whereof, the **EXECUTANT** has signed the Indemnity Bond on the day, month, and year mentioned above in the presence of the following witnesses:

WITNESSES:

Signature:

Name:

Address:

Aadhar No.

EXECUTANT:

Signature

Name:

Address:

Aadhar No.