

# **NOIDA METRO RAIL CORPORATION (NMRC) LIMITED**

**Policy**

**for**

**Birthday Party, Pre-Wedding and Other Similar  
Celebrations  
on Wheels in Noida Metro**

**No. NMRC/C-63/2020**

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**Issued by:**

**Noida Metro Rail Corporation (NMRC) Limited  
Block-III, 3<sup>rd</sup> Floor,  
Ganga Shopping Complex, Sector-29, Noida -201301,  
District Gautam Budh Nagar, Uttar Pradesh, India**

## **Policy for Birthday party, Pre-wedding and other similar celebrations on Noida Metro Wheels**

### **1. About NMRC**

Noida and Greater Noida are being developed as the satellite industrial towns to New Delhi and more and more people from Delhi and other areas are shifting to these towns in search of fresh air, greenery and better infrastructure. There is a need of providing an efficient, reliable and comfortable transportation system for the population intending to settle in these towns and also the public coming to these areas for education, service and business.

Noida Metro Rail Corporation (NMRC) Limited is a Special Purpose Vehicle (SPV) formed for planning and executing urban transport projects in Noida, Greater Noida regions. NMRC desires to provide a world-class Public Transportation System with state-of-the-art technology. As such, the overarching criterion for setting up of NMRC is to help create an efficient, safe, reliable, economical and affordable public transport system.

NMRC is starting an initiative for providing a unique destination for the birthday party, pre-wedding and other similar celebrations on Noida Metro wheels. NMRC will introduce to issue short term license to Applicants for the Event (i.e. "Birthday party, pre-wedding and other similar celebration on wheels").

Event on wheels is a concept where NMRC will allow applicant to book Noida Metro coach/train to celebrate their birthdays, pre-wedding and other similar celebration get-togethers. These activities shall not cause inconvenience to the Metro users or interfere in the operation of Metro services.

### **2. Objective**

- In addition to existing Film shooting policy in NMRC, to promote Noida Metro as an attractive, accessible and affordable destination for "Birthday party, pre-wedding and other similar celebrations on wheels" and to create brand image as one of the most preferred Metro system.
- After introducing this concept, NMRC aims to become a unique destination for birthday celebration, pre-wedding etc. program for residents of Noida and Greater Noida.
- To generate non-fare revenue through short term licensing of NMRC's coach/ train for sustainable development.

### **3. Eligible applicants**

An interested Applicant (i.e. Individual, Sole Proprietorship Firm/ Registered Partnership Firm/ Public Limited Company/ Private Limited Company/ Government Organization/ Public Sector Undertaking/ Society/ Trust/LLP etc.) will have to make a request for Birthday party or pre-wedding or other similar celebrations on wheels with Application Form as specified in Annexure 1.

### **4. Schedule of rates**

The schedule of Booking Fees for hiring NMRC's coach(es)/train on hourly basis for above purposes shall be as under -

#	Location	License Fee* Per hour per coach (In Rs.) (Excluding Taxes)
1.	<b>Category 1:</b> An undecorated coach in a regular running Metro Train for event (Sector 51 to Depot round trip/s)	Rs.8,000/-
2.	<b>Category 2:</b> An undecorated coach in static Metro Train for event (at Sector 51/ Depot Metro Station only)	Rs. 5,000/-
3.	<b>Category 3:</b> A decorated coach in a regular running Metro Train for event (Sector 51 to Depot round trip/s)	Rs.10,000/-
4.	<b>Category 4:</b> A decorated coach in static Metro Train for Event (at Sector 51/ Depot Metro Station only)	Rs. 7,000/-

**Note:-**

**\*50% Discount on above mentioned rates/charges/license fee will be offered to the employee of NMRC (Permanent, On Deputation and Contractual) & permanent employee of Noida Authority & Greater Noida Authority & their family members. Family members may be defined as spouse, children, father, mother, siblings (and their children), father – in – law and mother – in – law.**

It may be noted:

1. The Applicant can request for one or more coaches to the maximum of 4 coaches in a train.
2. In case, where decoration is required, the Applicant shall make required arrangements (self/ through empaneled vendors of NMRC, if any) and bear the cost of decoration. Further, it may be noted that
  - Artificial flowers/ party props shall be allowed with non-adhesive material.
  - Use of spray or magic candles is strictly prohibited inside the metro.
  - No spilling of liquid is allowed.
  - No permanent structure is allowed to be placed. Only temporary structure is allowed with due permission of NMRC.
  - The lighting of candles will be done under the supervision of NMRC Staff.
  - Other facilities like Magician, Temporary tattoo artist as may be required shall be allowed subject to restrictions under “The Metro Railways (Operation and Maintenance) Act, 2002.

**Note: GST/any other tax/charge shall be payable by the applicant in addition to the above Booking Fee.**

## 5. Timings

- a) The coach/es(decorated/ undecorated) in a regular running Metro shall be available in Operational hours.

- b) The coach/es (decorated/ undecorated) in a stand still Metro shall be available in both Operational and Non-Operational Hours. In case of Non-Operational Hours, permissible timings shall be starting from 11 pm up to 2 am only. Any transport arrangement beyond NMRC premises shall be the sole responsibility of the Applicant (and his/her group/guests).

## 6. Payment/Applicability of Rates

- a) The consideration for event must be remitted in advance through RTGS/ NEFT or in the form of Demand Draft / Banker's Cheque drawn in favour of Noida Metro Rail Corporation Ltd., payable at Noida.
- b) The agency will be given maximum 15 minutes free time to set up the event infrastructure and after that License Fee will be started for a minimum time period of One Hour or as required by applicant. In case of any dispute regarding time of start of activity or free time allowed, the decision of NMRC would be final and binding.
- c) If the event goes beyond the permitted time, then additional charges on pro-rata basis to be paid by the applicant. The additional time to be rounded off to next 15 minutes as illustrated below -

*Illustration: If the event is scheduled from 10 AM to 12 Noon and the event continues till 12:10 PM, the booking fee will be charged upto 12:15 PM i.e for 2 hours and 15 minutes only. The booking fee for remaining 15 mins will have to be paid by the applicant on pro rata basis which may be adjusted from the Security deposit.*

## 7. Security Deposit

In addition to the above mentioned charges at Point no. - 4 (Schedule of rates), the applicant required to pay an Interest Free Security Deposit in the form of Demand Draft / Banker's Cheque **immediately/within two working days** after confirmation of Booking by NMRC as advance. The lumpsum amount of refundable security deposit shall be **Rs. 20,000/-**.

Security Deposit will be kept by NMRC till the event is over and will be refunded (preferably within 1 month) after receiving the confirmation from Operation/Concerned department that there is no damage to the property of the NMRC during the time of event. However, if at the time of event any dispute/damage occurs etc., then same will be recovered first from the security deposit amount and balance amount (if any) will also be recovered from the applicant.

## 8. Indemnity Bond

The applicant shall submit an indemnity bond on a stamp paper of hundred rupees value, which is duly notarized, indemnifying NMRC completely against any loss direct or indirect, injury, damage caused to Metro commuters, NMRC's men, material & property and to applicant's men & material during the event period and undertake to bear all cost incurred as a result of such incidence. The format of the Indemnity bond is annexed herewith as Annexure 2 which is required to be submitted by applicant at the time of advance payment/ before starting of event.

## 9. Application process

- a) The applicant may apply to NMRC through Application Form (Annexure 1) at least **15 working days** in advance for proper scrutiny and approval of the case.
- b) The applications will be registered on First Come First Serve basis in Priority register. The priority register will be maintained in the Corporate Communications department of NMRC to record the time and date of registration of request.
- c) All fees (including applicable taxes and security deposit) must be submitted in the mentioned form **immediately/within two working days** after confirmation of Booking by NMRC, failing which the applicant may lose his priority.

## **10. Facilities provided by NMRC**

- a) The required coach/es shall be permitted to the Applicant as applied by NMRC post required payments and approvals.
- b) NMRC shall allow total of 50 (fifty) people per coach for the event including Adults and Children.
- c) One (01) center table shall be made available to the Applicant by NMRC per coach.
- d) The arrangement for dedicated dustbins and 1 housekeeping staff shall be made available by NMRC.
- e) Additionally, supervisory staff, as deemed appropriate by NMRC, shall be deployed.

## **11. Guidelines for Applicant and passengers to celebrate Birthday, Pre-wedding and other similar celebrations on Noida Metro Wheels:**

The Applicant shall abide by following terms and conditions as mentioned below-

- a) All persons in a group must undergo through the prescribed Security check & ensure all norms of "The Metro Railways (Operation and Maintenance) Act, 2002.
- b) The Applicant shall be responsible to obtain any / all permissions from all other concerned agencies/ statutory approval/ local authorities, wherever required, before start of the event.
- c) All items prohibited under "The Metro Railways (Operation and Maintenance) Act, 2002 will not be allowed inside the metro premises. Further, smoking and intoxication shall not be permitted within the NMRC train/ premises.
- d) Applicant must nominate a coordinator from their side and must furnish his/ her details to NMRC with the application form.
- e) Pre-cooked catering facility during the event shall be arranged by the Applicant. No cooking or reheating can be done inside metro train. Offensive articles which as foul smell or presentation will not be permitted. Only neatly packed food/soft drinks will be permitted.
- f) Consumption of alcoholic drinks is strictly prohibited in the metro train/ premises.
- g) The Applicant during the period of event shall maintain good conduct.
- h) Timing of the event has to be agreed in advance and must be strictly adhered to and not be changed except with the prior approval of the NMRC.
- i) In case of any loss and / or damage caused to NMRC's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
- j) It shall be the responsibility of the applicant to ensure that waste is collected in dustbins. No littering is allowed inside train/ station premises. Any costs incurred by NMRC 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 amount of the security deposit.
- k) All persons of the applicant's team shall carry entry badges at the time of event and the same will be issued by the NMRC.
- l) NMRC 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 without any intimation to the applicant and no claim or compensation in this regard will be entertained.
- m) NMRC reserves the right to restrict the type of equipment entering the metro station/trains/premises for this activity.

- n) NMRC shall not be held responsible for any loss either direct or indirect, liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses which are caused to the applicant and or by any participant of the event.
- o) There should not be any inconvenience to the commuters at the time of the event due to loud music/ improper behavior/ gestures.
- p) The proposed activities shall not hamper the operational activities.
- q) During the entire event in Aqua Line, the safety and security of the applicant and his/her group/guests shall be their own responsibility and NMRC will not take any safety/security responsibility of the applicant's personnel/belongings etc. during the event.
- r) Activities prohibited under any law/ Government circular/Government Order will not be allowed.
- s) No animals are permitted on NMRC property without prior consent.
- t) Photo or Video in any manner with or without intention should not be used to project a negative image of NMRC.
- u) Use of fire, gunfire, explosives or any hazardous material are not permitted at NMRC stations/trains/premises.
- v) NMRC staff / contractors will not be involved in the event without prior written permission of NMRC.
- w) All people should make an entry in the paid/unpaid area of Metro Station as per due procedure with applicable mode of entry/journey in Metro as per guidance of NMRC supervisor.

## 12. Cancellation and Refund

The booking may be cancelled on the request of the applicant during NMRC office hours i.e. from 9.30 am to 6 pm (Monday to Friday). The refund of the booking amount shall be as under:

#	Time of request	% Refund of Booking Amount
1.	Before or on 7 days in advance of scheduled day of event (Excluding the day of event)	75%
2.	Before or on 5 days in advance but later than 7 days in advance (Excluding the day of event)	50%
3.	Before or on 3 days in advance but later than 5 days in advance (Excluding the day of event)	25%
4.	Less than 3 days in advance (Excluding the date of event)	0%

- a) The Security Deposit will be refunded in full on cancellation of the booking.
- b) NMRC reserves the right of full refund in case of abnormal force majeure condition.
- c) In case of acceptance of cancellation request, NMRC reserves the right to allocate it to the next in turn.

## 13. Submission of Applications

The applicant organization shall be required to submit their application with associated documents at the following address:

DGM (Corporate Communications)

Noida Metro Rail Corporation,  
Block-III, 3rd Floor, Ganga Shopping Complex,  
Sector-29, Noida 201301

Email: [nmrcnoida@gmail.com](mailto:nmrcnoida@gmail.com) / [sandhya2208@yahoo.co.in](mailto:sandhya2208@yahoo.co.in)

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

#### **14. Applicability of the Policy**

This policy shall remain valid until further notified by NMRC.

#### **15. Exemption**

Managing Director, NMRC has the power to relax, delete/modify/revise etc. of any of the items of the provision of this policy.

**Note:** In case of any doubt or dispute regarding interpretation of these rules and procedures, the decision of Managing Director, NMRC shall be the final.

**DGM (Corporate Communications)**

**1. Annexure 1**

**Application Form  
(Hard copy submission)**

Date of Application: \_\_\_\_\_

**Name of Applicant** : \_\_\_\_\_

**If applicant is Employee of NMRC/Noida Authority/Gr. Noida Authority or Family members  
\_\_\_\_\_ (If Yes) then**

- a) Name of Employee \_\_\_\_\_
- b) Employee No. \_\_\_\_\_ (Please enclose the Copy of ID card)
- c) Whether permanent/Deputation/contractual \_\_\_\_\_
- d) Designation \_\_\_\_\_
- e) Name of the Department where Employee is posted \_\_\_\_\_

Local Address of correspondence : \_\_\_\_\_

Contact Numbers: : Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email : \_\_\_\_\_

Type of event :  Birthday celebration  
 Pre wedding celebration  
 Other similar celebration (Please specify)  
\_\_\_\_\_

Synopsis/ detailed description of event : \_\_\_\_\_

(Attach additional sheet if required)

**Name of Coordinator** : \_\_\_\_\_

Local Address of correspondence : \_\_\_\_\_

Contact Numbers: : Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email : \_\_\_\_\_

Proposed Location "Category" :  Category 1  
 Category 2  
 Category 3  
 Category 4

Proposed Station in Category 2/4 : \_\_\_\_\_

(If Applicable – Sector 51/ Depot)



Proposed date and time of booking : \_\_\_\_\_

Total Number of People : \_\_\_\_\_

Food and Beverage provisions : \_\_\_\_\_

List & Type of Items (Planning to bring) : \_\_\_\_\_

Additional Requirements (if any) : \_\_\_\_\_

**To be Filled by NMRC**

Priority No: \_\_\_\_\_

Details (Amount) of License fees : \_\_\_\_\_

Details (Amount) of Security Deposit : \_\_\_\_\_

**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, I (along with my group) agree to abide by the guidelines established for this event.

Name of the Applicant:

Signature:

Contact Number:

Email:

## 2. Annexure 2

### Indemnity Form

(Note: To be filled on Rs. 100 stamp paper)

I, \_\_\_\_\_ [Name of the Applicant/Official], \_\_\_\_\_ [Designation] having Address / Registered Office at \_\_\_\_\_ have been authorized by Noida Metro Rail Corporation Ltd. to carry out \_\_\_\_\_ [event] on \_\_\_\_\_ [insert date] from \_\_\_\_\_ to \_\_\_\_\_ [insert time].

For my visit to \_\_\_\_\_ (Location Name). I, hereby, indemnify Noida Metro Rail Corporation Ltd., its Representatives and Officials completely against any loss, injury, damage caused to metro commuters, NMRC's men, material & property and to our men & material as well during the said 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 NMRC on the aforesaid context before any court / statutory authorities.

Name of the Applicant/ Official

Stamp/Seal of the Organization

In the presence of:

Sign of Witness 1 \_\_\_\_\_

Sign of Witness 2 \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time & Date of entry

\_\_\_\_\_

Time & Date of exit

\_\_\_\_\_

(to be filled by NMRC official)

**\*Strike out whichever is not applicable.**