

POLICY ON “CELEBRATION ON WHEELS”

1.0 Objective: -

This policy has been framed with the objective to streamline the procedure and guidelines to reserve the 3 coach train for special purpose viz. Birthday party, kitty party, pre-wedding celebration, or any such events as per the discretion of Maha Metro etc. This Policy is preliminarily framed to start the building ridership through selective events. This project was initially started as a pilot project and was proposed initially for 3 months and further to be extended by 3 months. With a view to enhance the ridership, it is proposed to extend this policy by another 12 months up to 30-09-2024.

2.0 Exemptions: -

- 2.1** The train reserved for VIP movement is exempted from the policy.
- 2.2** Any other booking on time frame basis rather than trip based.
- 2.3** “Celebration On Wheels” will be dealt with the policy for hiring Maha Metro (Trains and Stations) for specific time period as mentioned during booking.

3.0 Eligibility: -

- 3.1** Any event organizer, any individual can book the 3 coach train from any operational station of Maha Metro
- 3.2** In case of booking by Event Management Company, the application should come from the authorized representative who originally is holding the event.

4.0 Guidelines:

The 3 coach train can be booked in favor of group of people on chargeable basis.

- 4.1** Group: It is a group of family members / friends / office colleagues, any event organizer, any individual, whose primary purpose is to organize the event such as pre-wedding shoot, birthday celebrations etc. can book the 3 coach train of Maha Metro.
- 4.2** The applicant may apply for booking of the 3 coach train as per enclosed Application Format (Annexure -A)

5.0 Tariff: -

The booking charges for 3 coach train comprises of travel fare is as below: -

Celebration on Wheels- Proposed Charges (Revised / Variation)						
Revised / Variation Proposal	Purple Line (PCMC to Civil Court Interchang e Metro Station)	9 Nos.	Half Coach Train	1 to 50 Nos.	Rs.7000/-	One Round Trip (RJT)
			Half Coach Train	1 to 100 Nos.	Rs.10,000/-	
			Half Coach	100<No.<300 No. represents a number of people that is greater than 100 and less than 300.	Rs.22,000/-	
			Entire Train	300 + Nos.	Rs.60,000/-	
	Aqua Line (Vanaz to Civil Court Interchang e Metro Station)	9 Nos.	Half Coach Train	1 to 50 Nos.	Rs.7000/-	
			Half Coach Train	1 to 100 Nos.	Rs.10,000/-	
			Half Coach	100<No.<300 No. represents a number of people that is greater than 100 and less than 300.	Rs.22,000/-	
			Entire Train	300 + Nos.	Rs.60,000/-	

5.1 Travel Fare:

Actual QR Fare between Terminal Stations to Interchange station corresponding to the car capacity of respective operational stations on Reach (1&2) shall be charges along with social gathering of maximum 300 persons only. Accordingly, fare for respective Reach shall be: -

* If applicant is willing for a decorated train, then the decoration charges shall solely have borne by the applicant and the decoration has to be carried out in the presence of authorized Maha Metro staff.

The same fare is applicable for both Lines and shall be charged separately.

6.0 Security Deposit for Booking:

Before start of the event, applicant is required to pay the security deposit amounting to Rs. 20,000/- (Rs. Twenty Thousand Only) in cash at the event originating station. The security deposit amount shall be refunded on completion of journey subject to “No dues” clearance from the authorized Maha Metro staff. **Any damage done to the Maha Metro Property, Stations or Train Coach will be deducted from the security deposit.** This Security Deposit will be additional to the train fare booking charges.

7.0 Facilitation Charges:

No Facilitation charges will be levied. In case the applicant requests for multiple line booking, then the travel fare shall be chargeable for additional lines as mentioned above. However, no facilitation charges shall be levied for other lines.

8.0 Revision of the booking charges:

8.1 Travel Fare: Maha Metro reserves the right to revise the travel fare at anytime.

8.2 Security Deposit Amount: Maha Metro reserves the right to revise the amount of Security Deposit at any time.

9.0 Special Facilities:

The following special facilities for the group booking is subject to availability and feasibility and would be provided to make the experience of the group unique and memorable with additional cost apart from the actual booking.

- 9.1** Banners, if requested by the applicant can be permitted by authorized Maha Metro staff and the banner shall be arranged by the applicant.
- 9.2** For smooth boarding / deboarding of the group in/from the train at start / end and during the entire event, a dedicated special facilitation staff will be provided by Maha Metro.
- 9.3** Cost of photography and videography of the event inside the train will be solely borne by the applicant and the approval of the same is to be sought from Maha Metro Event coordinator i.e. Sr.SC/Op.
- 9.4** Permission is granted for cake cutting without lighting candles. However, the cake has to be arranged by the group. No lighting of candle on-board metro train.
- 9.5** Gas balloons, other decorative items, entertainment rentals, wall decorators / cut-outs, stickers are not permitted. However, groups can bring packed refreshment / snacks for the event.
- 9.6** A dedicated Housekeeping staff will be provided inside the train to ensure hygiene & cleanliness during the event. Adequate no. of dustbins (min.4 no.s) will be provided along with garbage bags for disposal of the waste.

10.0 Cancellation and Refund Rules: -

Sr.No	Cancellation Time	Cancellation Charges
1	If the booking is cancelled more than 02 days before the date of the event.	Rs.500/-
2	If the booking is cancelled within 02 days and up to 01 day before the date of the event.	Rs.1000/-
3	If the booking is cancelled on the day of the event.	No Refund

12.0 Procedure of Booking: -

12.1 The application for booking of the train with the itinerary should be submitted at any Metro Station or to the Event Co-coordinator - **DGM/Operation**

12.2 The request should as far as possible be made at least 7 days in advance.

12.3 The applicant shall be asked to make the payment in through the UPI mode. However, payment through cash shall also be accepted with prior confirmation from Maha Metro officials. Only one booking shall be accepted for each reach (Purple or Aqua) at a scheduled time. Preference shall be given to applicant on first-cum-first serve basis.

Final discretion will be of Maha Metro. Maha Metro reserves all rights regarding booking of trains, Line, Timings of train running, event originating station etc. Maha Metro reserves the rights to accept / reject / cancel the booking at any stage without citing any reasons.

13.0 Prohibited Items & activities: -

13.1 Activities prohibited under any law including but not limited to the Metro Railways (Operation & Maintenance) Act, 2002 and Rules made there under will not be allowed.

13.2 Use of fire crackers, gunfire, arms, explosives, alcohol, narcotic substance, contraband goods, radioactive substances, hazardous chemical / material, petrol / diesel and other inflammable chemicals, narcotic drugs and psychotropic substances, any products / services as notified by Maha Metro in the public interest or due to safety / security reasons, or any other items prohibited under any law are not permitted inside Maha Metro stations / trains / premises during the event.

- 13.3** Animals and Pet animals are strictly not permitted on Maha metro property.
- 13.4** Filming of photo or video must not display any offensive or obscene material or any material with political, religious or racial overtones.
- 13.5** Double density back gumming / sticker shall be avoided.
- 14.0 Exemption:** - Competent Authority has the power to relax, delete / modify / revise etc., any of the provisions of this policy.
- 15.0.** Legal Cell to please guide whether the proposed dates of operation are not prohibited as per extant guidelines (Like Section 144 / Code of conduct etc.)
- 15.1** Legal Cell shall nominate one representative who shall take up the matter in case of any law & order issues or legal disputes.

Application Format

Date:/..... /.....

1. Name (in block letters) :
2. Full Address :
3. Contact Number :
4. Purpose of Booking (Birthday party, Kitty party, Pre-wedding celebrations) :
5. Estimated no. of passengers :
6. List Attached-Yes/No: (Max. 150 permitted, list to be enclosed in attached format)
7. Date of Event / Journey :
8. Name of Coordinator :
 - 8.1 Address :
 - 8.2 Contact Details :
9. Itinerary Time (During Revenue Service only) :
 - 9.1 Event stations :
 - 9.2 Event requested at station. :
 - 9.3 Arrival at Station
 - 9.4 Outward Journey station:
From (originating station)- To(destination station)-
 - 9.5 Return Journey station
From (destination station)- To(originating station)-

10. Mode of Payment For the Event: Cash RTGS, NEFT, IMPS

Name of the Bank (amount to be deposited in): **HDFC Bank**

Account Number: **50200066155116**

IFSC Code : **HDFC0000104**

11. Security Deposit (Refundable, subject to conditions): Cash Only.

12. Decoration : Yes* No

Minimum decoration will be allowed.

***in case where decoration is required, the applicant shall make required arrangements (self / through empaneled vendors of Maha Metro, if any) and bear the cost of decoration. Further, it may be noted that**

- ❖ Decoration will be the sole responsibility of the applicant.
- ❖ 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 can be placed. Only temporary structure shall be permitted with due permission of Maha Metro authorities.
- ❖ No lighting of Candle on-board metro train.
- ❖ Other facilities like magician, temporary tattoo artist as may be required shall be allowed subject to the restrictions under “The Metro Railways (Operation and Maintenance) Act, 2002”.
- ❖ After the completion of event, all the decoration materials including litters to be cleaned and cleared by the applicant / event organizer only.

13. Detailed Programme:

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Note: Terms & Conditions as per policy is enclosed herewith to be duly signed and submitted along with “Annexure – A, including Aadhar Card and address proof document”.

Signature of the Applicant Name

of the Applicant:

Address:

Mobile Number:

Email id:

LIST OF PASSENGERS

Sr.No	Name	Sr.No	Name
1		25	
2		26	
3		27	
4		28	
5		29	
6		30	
7		31	
8		32	
9		33	
10		34	
11		35	
12		36	
13		37	
14		38	
15		39	
16		40	
17		41	
18		42	
19		43	
20		44	
21		45	
22		46	
23		47	
24		48	
49		76	
50		77	

Undertaking

I / We certify that the details 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 Maha Metro. If the event is approved, I along with all the persons whom I will bring along with me for the event, are agreed to abide by the guidelines, Terms & Conditions established in the Application Form. A signed copy of Maha Metro's Application Form accepting the Terms & Conditions is enclosed herewith.

Signature of the Applicant:

Name of the Applicant:

Address:

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Mobile No.:

Email id:.....

Seal if any:

TERMS AND CONDITIONS

1. Detailed event program flow and List of passengers to be attached before confirmation of booking.
2. All persons in a group must undergo the prescribed Security check & ensure all norms of “The Metro Railways (Operation and Maintenance) Act, 2002”. Copy of the Offences & Penalties is enclosed herewith.
3. All items prohibited under “The Metro Railways (Operation and Maintenance) Act, 2002” will not be allowed inside the Metro premises. Copy enclosed.
4. Applicant must nominate a coordinator from their side and must furnish his / her details to Maha Metro in the application form.
5. Pre-cooked food in packed form, if required, during the event shall be arranged by the applicant.
6. No cooking or reheating shall be allowed inside metro train / station premises.
7. The applicant and invitees/passengers shall maintain good conduct during the entire period of the event.
8. Event party badge / banner will be allowed only after approval of Event coordinator.
No Political party / Antisocial/ Religious banner will be allowed.
9. Payment and Security deposit to be made before the event.
10. The Group shall arrive at the boarding station at least one hour before the scheduled arrival of the train as per Maha Metro’s approved itinerary and they may contact the Station Control Room of the originating station. Timings of the event allotted by Maha Metro must be strictly adhered to. Any delay beyond 15 minutes shall be liable to cancel the program / booking.
11. Maha Metro at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of Metro operations, image of Maha Metro, personnel and property without any intimation to the applicant and no claim or compensation in this regard will be entertained. Such an act shall lead to legal proceedings / action, police action.
12. All invitees / group must board the train as per itinerary. No delay is permissible beyond prescribed time. Maha Metro has all the rights to cancel the booking on account of delay on organizer’s part. No event booking refund will be provided to the organizer in such a situation. Delay up to 05 minutes can be allowed by the event coordinator.
13. The passengers would be responsible for safety and security of their belongings. Maha Metro shall not be held responsible for any loss either direct or indirect, liabilities, bodily injuries, death, losses, lawsuits, claims, demands, fines, damages, costs and expenses which are caused to the applicant and or by any participant of the event.
14. Photography in the metro premises is permitted for personal use only and that too in the public areas i.e. excluding security points, station control, safety installations & other equipment rooms. If the photographs and video are used for commercial purposes, then the applicant will pay cost as per Maha-metro’s film/videography guideline.
15. If any nuisance is reported / observed, the event will be cancelled on the spot and all the passengers will be deboarded at the next station. Further, the security deposit shall be forfeited.

16. Consumption of **Alcohol / intoxicating items**, and/ or **smoking**, creating public nuisance is strictly prohibited inside Maha Metro station / premises and during the celebration.
17. The waste materials of any nature, materials / garbage shall be kept in the proper bins / places kept in Maha Metro premises and inside Metro.
18. Charges for any item e.g. furniture and fixtures and/or any other articles damaged / broken and damage done to the walls / ceiling and/or losses to Maha Metro property etc. by way of nailing, pasting or hammering while using it by the applicant and invitees / passengers shall be recovered from the applicant before vacating the Maha Metro premises / Trains.
19. **Use of coal, wood, gas, electric heater** etc. inside the Maha Metro is strictly prohibited.
20. Maha Metro reserves all the rights to cancel the booking at any stage without citing any reasons thereof.
21. The booking will be done on First-cum-first-serve basis. The time slot for “Celebration On Wheels” during the commercial / revenue hours of Maha Metro.
22. Music through upto 8watt bluetooth speaker is permitted. Relaxation above this wattage and other musical instruments (like tabla, dholak, Tasha, guitar, piano etc) will not be allowed.
23. Refund will be done as under (subject to no dues certificate)
 - ❖ If the booking is cancelled more than 02 days from the date of the event, Rs.500 shall be deducted.
 - ❖ If the booking is cancelled within 02 days and up to 01 days before the date of the event, Rs.1000/- shall be deducted.
24. Full booking amount shall be deducted if the booking is cancelled on the day of the event. No Refund shall be granted.
25. For any other activity / requirement, prior approval of Maha Metro will be required.
26. Decoration will be carried out only in presence of Rolling Stock staff and security guard at the depot or mainline depending on the kind of decoration required. After the completion of the event, all the decoration materials including litter to be cleaned and cleared by the applicant only.

Declaration:

1. I certify that the contents of this application are true to the best of my knowledge.
2. I certify that my application is liable to be rejected in case it is found to be fictitious or in any other person's name.
3. I certify that in case of any loss or damage caused to Maha Metro's property, I will be solely responsible and the amount of loss / damage will be paid by me.
4. I agree to pay charges as due in case the train is detained at the originating station / enroute or at destination station on my account.
5. I certify that I shall not carry any inflammables or hazardous material in the train during the course of the journey.
6. I certify that the "Celebration On Wheels" booking is not for any religious functions / rituals / events (viz. New year celebration, diwali celebrations, meetings / shraadh/ any political activity etc.).
7. I hereby acknowledge the all above mentioned Terms & Conditions mentioned above and acknowledge the penal provisions and shall abide by all the guidelines of Maha Metro.

Signature of the Applicant:

Name of the Applicant:

Address:

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Mobile No.:

Email id:

Seal if any:

