

POLICY FOR BOOKING AUDITORIUM, OPEN TERRACE AND CONFERENCE ROOM AND CAFETERIA FACILITY.

1. DETAILS OF THE FACILITIES:

These facilities are situated at the MahaMetro Office Premises i.e., at Metro Bhawan, 3rd floor, above District Court Metro Station, Shivajinagar, Pune.

- a. Auditorium: Seating Capacity of Auditorium is 312 Seats with air conditioning are available. Lights, Sound systems are available.
- b. Conference room: It has seating capacity for 25-person, digital screen for presentation, sound system and attached pantry.
- c. Open terrace garden: It has a total area of 1923 sqm. Comprising high level stage, party lawn, water body, light system and separate pantry.
- d. Cafeteria facility: It has kitchen facility, food can be prepared here and served at Conference room, or open terrace garden.

NOTE: Two layered parking will be made available in the MahaMetro basement parking facility. Entry from lifts 3 & 4 will be available for the visitors/participants. Separate toilet facilities for disabled person, female and male are available at these facilities.

2. PERMITTED EVENTS:

These facilities may be allotted only for the following categories: Classical music concerts, Indian classical dance performances, Theatre performance, Cultural programs, Literary events, educational seminars and lectures, Academic conferences and workshops, Book releases and intellectual discussions, corporate seminars or events.

Government and public-sector cultural or official programs approved by MahaMetro.

Note:

1. MahaMetro reserves the right to permit or reject any event at its sole discretion.
2. In case MahaMetro requires these facilities on the date of booking under this policy, then in such a case, the booking will be cancelled by giving notice of 48 hours, and a full refund of the booking amount will be initiated.

3. PROHIBITED EVENTS:

The following events shall not be permitted under any circumstances:

- a) Political meetings, rallies, conventions or campaigns.
- b) Events organized directly or indirectly by any political party or political organization.
- c) Election-related activities (Except event organized by the Election Commission of India).
- d) Religious congregations intended for propagation of any faith.
- e) Commercial sales exhibitions.

- f) Product launches involving marketing.
- g) Activities involving alcohol, tobacco, narcotics or prohibited substances.
- h) Fashion shows, beauty contests or events inconsistent with public decorum.
- i) Events causing disturbance to MahaMetro operations.
- j) Any activity prohibited under law.

NOTE: No restricted or banned substances, including alcohol/tobacco shall be used in any form if catering provision is used at Terrace or conference room.

4. OPERATIONAL TIMINGS:

The auditorium/Terrace/Conference room shall be available only during the following hours:

Weekdays (Monday to Friday): 7:30 PM to 10:30 PM

Saturday: 4:30 PM to 10:30 PM

Sundays and Public Holidays: 9:30 AM to 10:30 PM

NOTE: Access before or after the above timings shall require specific approval from the competent authority.

5. BOOKING PROCEDURE:

1. Applications shall be submitted in the prescribed format (as per Annexure A) at least 10 working days before the proposed event date.

2. Booking shall be done only in name of Registered organization, having valid registration details.

Booking in name of individuals is prohibited.

3. The application shall contain Name of organization, Details of organizers, Event details, Event schedule, expected audience, facilities required, Contact details of organizer Declaration regarding compliance with this policy.

4. Documents Required- Organization registration certificate (if applicable) PAN Card Identity proof of authorized signatory, Event brochure/concept note of program, Undertaking regarding compliance with Mahametro policies.

5. Application shall be forwarded in the prescribed format to following email ID or address:

Additional General Manager (Admin & Public Relations)

Metro Bhavan

District Court Metro Station,

Nyaymurti Ranade Path,

ShivajiNagar, Pune - 411005,

020-25403355 / 020-25403356

email: pr.pune@mahametro.org

6. Rental and Other Charges: To be collected in advance.

Rental charges for Open terrace garden - For programs on weekdays, charges will be 50,000 INR for 3 Hours program. For programs on Saturday, Sunday and Public Holiday, charges will be 60,000 INR. All charges are excluding taxes.

Sr. No.	Name of Facility	Details of items available with this facility	Security Deposit (Refundable)	Rental Charges*
1	Conference room	- Seating capacity of 25 person - Digital screen for presentation/videos - Attached pantry - Parking facility with additional charges	INR 10000/-	For 3 hrs: INR 10,000/-
2	Auditorium (Excl. Stage light and AV operators) with conference room	- Seating capacity of 312 person - Digital screen for presentation/videos - Light and sound system - Attached Green & equipment Room - Parking facility with additional charges	INR 50000/-	For 3 hrs: INR 25,000/-
3	Open terrace garden	- Seating capacity of 250 person (Organiser to do seating arrangement) - High level stage - Light system - Attached pantry - Parking facility with additional charges	INR 25000/-	For 3 hrs: INR 50,000/-
4	Cafeteria	Kitchen facility (only at Terrace, Conference room)	NA	Menu charges as decided by MahaMetro.

***All Rental charges are excluding taxes.**

This is all inclusive of the following items:

- Electricity Charges, including lighting facilities.
- Waste handling charges.
- Use of PA system.

Additional charges beyond 3 hrs will be charged on pro rata basis plus 10% of pro rata rate.

And additional items will be charged as below:

- VIP room (Conference room): INR 5000 excluding taxes.
- Parking Facility for 3 hrs program: INR 5,000/-
- 2-seater sofa: INR 2000 each.
- Center table: INR 500 each.
- Electricity Charges, including lighting facilities: INR 900 per **additional hour**
- Charges for Parking Facility – INR 2,000 excl. taxes per **additional hour**

Maha Metro will deploy basic manpower for security and technical assistance; organiser shall ensure safety and security of the premises. In case any additional manpower is required, then additional charges will be made applicable as per the requirements.

Refundable Security Deposit shall be deposited along with rental charges. However, the deposit may be adjusted against Damage to property, Excess cleaning requirements, Violation of policy conditions, Recovery of dues, etc.

7. Organiser's Responsibilities:

The organiser shall:

- a) Maintain discipline and decorum.
- b) Ensure compliance with safety regulations.
- c) Follow instructions issued by Maha Metro officials.
- d) Prevent overcrowding beyond approved capacity.
- e) Ensure the audience vacates the premises within the permitted time.
- f) Be responsible for the conduct of participants and attendees.
- g) Ensure no damage is caused to any Maha Metro property.
- h) Ensure that no law of land is violated during an event.
- i) Firecracker or inflammable celebration material/item usage is not allowed.
- j) Rangoli shall not be used on 3rd floor.
- k) Objectionable announcements and objectionable statements cannot be made during the program.
- l) Distribution of objectionable leaflets should be strictly prohibited, and no act shall be performed/done that may hurt the religious sentiments of the public at large.
- m) Due care shall be taken to ensure law and order.
- n) Organisers will be held responsible for any untoward incident. The responsibility of safety and security of the guests will be of organisers.
- o) Organisers shall take all the necessary approvals/NOCs from the statutory authorities, wherever applicable and required.
- p) There shall not be any obstruction to movement of metro employees during the time of event.

- q) Organisers should remove the installations (if any) immediately after completion of the event.
- r) The premises shall be maintained properly and cleaned after the event.

8. Advertisement or Branding of an event:

Temporary branding may be permitted only at approved locations on the 3rd floor, entrance of District Court Metro Station lift side, and lift area (VIP entry side). No permanent fixture, drilling, nailing or alteration shall be allowed. Use of the MahaMetro logo, name or identity in publicity material shall require prior written approval.

Note—The organizer shall clearly mention that "the event is merely hosted at MahaMetro premises and is not necessarily endorsed by MahaMetro."

9. SAFETY AND EMERGENCY COMPLIANCE:

During the program, all emergency exits shall remain unobstructed. Fire safety instructions shall be strictly followed. No hazardous materials or flammable material shall be brought onto the premises. MahaMetro may suspend an event if any of the safety or security protocols are not followed.

10. CANCELLATION:

Cancellation by Organizer is allowed up to 7 days before event and Full refund will be initiated.

No refund will be given otherwise.

MahaMetro may cancel any booking due to the following: Security concerns, administrative reasons, Government directions, and Emergency operational requirements. In such cases, rental charges and SD received shall be refunded without liability for consequential damages.

11. MAHAMETRO's RIGHT:

MahaMetro reserves the right to accept or reject any application without assigning reasons. Modify booking conditions. Amend rental rates. Suspend usage in public interest. Amend this policy from time to time.

This policy will come into force once approved by competent authority, i.e., MD/MahaMetro.

Annexure - A

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

1. Name (in block letters):
2. Full Address :
3. Contact Number :
4. Facilities required :
5. Purpose of Booking :
6. Estimated no. of participants (including organisers):
7. List Attached- Yes/No: (Max. 300 permitted, list to be enclosed in attached format)
8. Date & Time of Event :
9. Name of Coordinator :
- 9.1 Address :
- 9.2 Contact Details :
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/DD Only.
13. Decoration : Yes* ☐ No ☐

Minimum decoration will be allowed.

*In case where decoration is required, the Applicant shall make required arrangements (self / through empanelled 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.
- ❖ Firecracker or inflammable celebration material/item usage is not allowed.
- ❖ Rangoli shall not be used on 3rd floor.
- ❖ 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.

14. Detailed Programme:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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”.

Seal & Signature of the Applicant:

Name of the Applicant:

Address:

Mobile Number:

Email id:

Undertaking

I / We certify that the details of this application accurately reflect 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:

.....

Mobile No.:

Email id:

Seal if any:

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 damage to property, Excess cleaning requirements, Violation of policy conditions, Recovery of dues, etc.
5. I certify that I shall not carry any inflammables or hazardous material in the Metro Bhawan.
6. I certify that the "Conference room/Auditorium/Open terrace garden" booking is not for any religious/political functions / rituals / events as mentioned at para 5 of the policy.
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:

.....

Mobile No.:.....

Email id:

Seal if any: