

Policy For
Booking Filming Space at Maharashtra Metro Rail
Corporation Ltd. (Maha Metro) Premises Including
Metro stations, Trains, and Depot/Vacant Land

1.0 Background

Maharashtra Metro Rail Corporation Limited (hereinafter Maha-Metro) is a Special Purpose Vehicle (SPV), a 50:50 jointly owned company of the Government of India and the Government of Maharashtra. Maha-Metro consists of two corridors with a total length of about 33.2 Km in Pune for its Pune Metro Rail Project (hereinafter PMRP). Corridor-1 (North-South Corridor) is from PCMC to Swargate and Corridor-2 (East-West Corridor) is from Vanaz to Ramwadi with 24 Elevated and 5 Underground stations. Two depots are planned for PMRP, one of them is located near Range Hill and the second is located at Vanaz station.

2.0 Objective

The objective of this policy is to establish a structured framework for the booking and utilization of Maharashtra Metro Rail Corporation Ltd. (Maha Metro) premises—including metro stations, trains, depots, and vacant land—for filming and related commercial activities. By providing clear guidelines, rates, and permitted usage parameters, the policy aims to:

- I. Facilitate seamless coordination for filmmakers, production houses, and other entities seeking to use Pune Metro's iconic infrastructure as a filming location.
- II. Enhance Pune Metro's non-fare revenue through systematic and transparent monetization of its facilities, contributing to the project's financial sustainability.
- III. Ensure safety, security, and operational efficiency are maintained during all filming activities.
- IV. Promote Pune Metro as a modern and iconic urban transport system, fostering its recognition and branding through visual media.

3.0 Eligibility

- I. Any registered media firm/organisation: An Applicant may be a registered sole proprietorship firm, a partnership firm or a company having a registered office in India and incorporated under the Companies Act 1956/2013. Any reputed Production House, Event Management Company, Show Organizer, Film Producer, Exhibitor, Branding Company, Educational Institute, NGO may make a request on the letterhead of the company, OR
- II. Any social media influencer/Amateur Hobbyist/YouTuber/Vlogger/Blogger with a valid ID proof with and/or registered sole proprietorship firm.

4.0 Booking Fees

4.1 The Schedule of Booking Fees for Maha-Metro premises per scheduled hour of occupancy including stations or trains (including cars) for above purposes shall be as under: -

Rates		
Sr. No	Area of booking	Booking Fees/hour (excluding GST) & free period of maximum one hour
1	TRAIN	
1.1	Commercial Film/TV Serial/Web series/advertisement/Video Shooting/Corporate Video Shooting/Pre-event shoots Inside metro train (on Commercial Operation Line)	Rs.1,00,000/-
1.2	Inside metro train (Non-Revenue Time/Non-Commercial Line/ Night Shoot) Commercial Film/TV Serial/Web series/Advertisement/Video Shooting/Corporate Video Shooting/Pre-event shoots/Promotions	Rs.50,000/-
2	ON/INSIDE METRO STATION	
2.1	Commercial Film/Video Shooting	
2.1.1	Category A Stations	Rs.1,00,000/-
2.1.2	Category B Stations	Rs.,50,000/-
2.2	Commercial Documentary Video / Web series/ Advertisement/Video Shooting/Corporate Video Shooting/Pre-event shoots/Promotions	
2.2.1	Category A Stations	Rs.1,00,000/-
2.2.2	Category B Stations	Rs.50,000/-
2.3	Social Media Channels/Social Media Influencers/Influencer Channels/You tubers/Podcasts/Amateur Hobbyist/Other videos by using professional camera	Rs.10,000/-
2.4	PHOTOGRAPHY	

2.4.1	On/Inside Metro Station/Train	Rs.20,000/-
3.	Area of booking	Booking Fees/Package (excluding GST)
3.1	Vacant Land	Rs.1,00,000/-
3.2	Under Construction Metro Site	Rs.1,00,000/-
4.	Standeers for Film/TV Series/Etc. Promotion	
4.1	Terminal and Interchange Stations	Rs.600
4.2	Other Metro Stations	Rs.500

All rates (excluding GST) as applicable are to be borne by the applicant from time to time.

For any other locations special rates will be applicable. *E.g. shooting in Underground Tunnel*

For Marathi regional language movies and television series, a special discount is available.

Only 50% of the above-mentioned rates will apply.

NOTE: Non-refundable processing of Rs.10,000/- shall be paid by the applicant for the booking of the Maha Metro's Train/Stations/both train & stations/ Vacant Land, etc.

Here, the following definition of station, train and outside metro station may be considered: -

a) Inside Train: When train(s) has/have been booked and the activities are inside the train, including the shooting of boarding / de-boarding at platforms.

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

Sr. No	Category	Name of Station
1	Category A (Iconic Stations)	Shivaji Nagar, District Court, Ramwadi, Vanaz, PCMC, Swargate, Mahatma Phule Mandai, Pune Railway station metro station, Hill View Park Depot, and Range Hill Depot
2	Category B	Sant Tukaram, Bhosari (Nashik Phata), Kasarwadi, Phugewadi, Dapodi, Bopodi, Khadki, Anand Nagar, Paud Phata, SNDT college, Garware College, Ruby Hall

		Clinic, R.T.O., Pune, Kalyani Nagar, SNTDcollege, Chhatrapati Sambhaji Udyan, Deccan Gymkhana, Sant Tukaram, Nagar, Kasba Peth, Bund Garden, Yerwada, Range Hill.
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c) Both Train & Station: Wherein shooting is being done inside the train, outside the train, platform, station area, and train(s) has/have been booked for shooting purposes.

d) Outside Station: Premises outside the station area within the Maha Metro boundary including Maha Metro Depot. No trains & stations booked. The shooting of regular revenue train & station interiors will not be permitted as a part of the shooting. The package includes 3 hours of time and free period/ setting time of maximum one hour is permitted.

e) Any Other Location: Premises of underground metro network such as underground tunnel.

4.2 The Applicant will be given a maximum of 60 minutes of free time as mentioned in 4.0 (except **Social Media Channels/Social Media Influencers/Influencer/Channels/Youtubers/Podcasts/ Amateur/Hobbyist/ Other videos**) to set up the instruments/cameras etc.

4.3 The above-mentioned charges shall be paid, in advance, in the form of Demand Draft / Cheque drawn on any scheduled commercial bank in favour of Maharashtra Metro Rail Corporation Limited, payable at Pune or online through NEFT/RTGS to Maha-Metro Bank Account.

4.4 The authorized bank name and account number for Maha- Metro, required for payments of the application fee, security deposit, booking fee, and GST, will be shared upon confirmation of the booking for shooting/filming on Maha-Metro premises.

4.5 In case the shooting/event (except outside the station) goes beyond the permitted time, then additional charges on a pro-rata basis must be paid by the Applicant. The additional time is to be rounded off to the next 15 minutes as illustrated below.

Illustration: If the film shooting is scheduled from 10 AM to 12 Noon and the shooting continues till 12:05 PM, the booking fee will be charged up to 12:15 PM i.e. for 2.15 hrs only. The booking fee for the remaining 15 mins, would be paid by the Applicant on a pro-rata basis.

OR

In case the shooting/event goes beyond the permitted time, then additional charges of Rs.25,000/- per hour will have to be paid by the Applicant. In case of any dispute regarding time of start of activity or free time allowed, the decision of Maha Metro would be final and binding. Whichever is the higher rate that will be applied.

4.6 Once permission is granted, a change in category from station to train, or vice versa, will only be allowed if it generates more revenue than originally agreed upon and is feasible. If it results in lower revenue, the change will not be permitted.

For Booking or any queries please email on: pr.pune@mahametro.org /

Contact: 020-25403355 / 020-25403356

5.0 Security Deposit

Besides applicable charges, as mentioned in 4.0 above, the Applicant shall be required to submit an interest-free Security Deposit in the form of a Demand Draft / Cheque or online through NEFT/RTGS to Maha Metro Bank Account if the shoot/film booking fees exceeds INR 5,00,000 and more. The amount of the Security is required to be deposited on confirmation of booking (at least 10 days in advance of the scheduled date of booking). The amount of the security deposit shall be as under:

Sr. No.	Property Involved for Shooting	Amount Of Security Deposit in Rs.
1	Only Stations	5,00,000/-
2	Both Train and Station	15,00,000/-
3	Only Train	10,00,000/-
4	Outside Stations	5,00,000/-

Security Deposit will be refunded within 40 days after the shoot is over. However, if there is any dispute/damage etc., the amount will be recovered from the Security Deposit and remaining amount will be refunded. **Social Media**

Influencers/InfluencerChannels/Youtubers/Podcasts/Amateur/Hobbyist/Othervideos

should pay 10% of Security Deposit in respective items.

6.0 Indemnity Bond

The applicant shall submit an indemnity bond (Format in Annexure - A) on a stamp paper of five hundred rupees' value, duly notarized, indemnifying Maha-Metro completely against any loss, injury, damage caused to Maha-Metro commuters, Maha-Metro's staff, officials, materials & property during the campaign period and undertake to bear all costs incurred as a result of such incidence. The format will be given along with the application form, which is required to be submitted one week before the start of the campaign.

7.0 Payment of applicable Fees / Security Deposit

7.1 The Applicant organizations as mentioned in 2.0 above may apply in Event Guidelines and Application Form (Annexure – B) which should be submitted to Maha-Metro at least 15 days in advance for proper scrutiny and approval of the case.

7.2 The applications will be registered on First cum First serve basis and confirmation will be done in order of registration. The priority register will be maintained in the PR 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 / Cheque / RTGS / NEFT 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 in 5.0 above on confirmation of booking by Maha Metro.

8.0 Other Terms and Conditions

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

8.1 Production Company shall be responsible for obtaining any / all permissions from all other concerned agencies, wherever required.

8.2 The timing of the event must be agreed upon by Maha-Metro in advance and must be strictly adhered to by the Applicant.

8.3 In case of any loss and/or damage caused to Maha-Metro'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 Maha-Metro 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 in the Applicant 's team shall carry entry badges at the time of the event.

8.6 Maha-Metro at all times retains the right to halt any activity without any prior notice that is deemed to adversely impact the safety and security of metro operations, personnel and property.

8.7 Maha Metro reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.

8.8 The company/production house may use film, video and photographs shot at Maha-Metro only for the purpose stated in the Application Form. The images/footage should not be used for any other purpose without prior written permission from Maha-Metro. A separate NDA will be executed between Maha-Metro and the concerned Applicant to this effect.

8.9 Maha Metro 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 defence 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 Maha-Metro.

8.11 There should not be any inconvenience to the daily commuters at the time of the shoot activities.

8.12 Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted shoot activities.

8.13 The proposed activities shall not hamper the operational activities or cause any inconvenience to the passengers.

8.14 No Diesel Generators (DG) will be allowed in the Station premises or in the trains.

8.15 Entry to the driver 's cabin in the Metro Train is strictly prohibited.

8.16 All the filming crew must buy tickets as and when they are entering the ticketing area of any station

9.0 Cancellation and Refund Rules

9.1 The booking may be cancelled at the request of the Applicant. The refund of the booking amount shall be as under: -

Time of making request for cancellation	Refundable booking amount
no less than 7 days prior to the scheduled shoot date (excluding the day of the event)	100%
less than 7 days, 24 hours /one day before the scheduled shoot date (excluding the date of the event)	5% or Rs.20,000 whichever is higher.

9.2 Maha Metro reserves the right to a full refund in case of any Force Majeure.

Force Majeure: No Party shall be liable to the other if, and to the extent, that the performance or delay in performance of any of its obligations under this MOU is prevented, restricted, delayed or interfered with, due to circumstances beyond the reasonable control of such Party, including but not limited to, Government legislations, fires, storms, floods, explosions, epidemics, earthquakes, pandemics, accidents, acts of God, any other natural calamities, wars, riots, strikes, lockouts or other concerted acts of workmen, acts of Government. The Party claiming an event of Force Majeure shall promptly notify the other Party in writing and provide full particulars of the cause or event and the date of first occurrence thereof within 3 days after the event and also keep the other Party informed of any further developments. The Party so affected shall use its best efforts to remove the cause of non-performance and the Party shall resume performance as soon as such cause is removed.

9.3 Maha Metro at all times reserves the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property. In such cases the booking fees will be refunded on a pro-rata basis i.e. the period of the booking will be counted up to the 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 PM and the shooting has to be cancelled at 11:10 AM by Maha Metro on any of the above accounts, the booking fee will be charged up to 11:15 AM i.e. for 1.15 hrs only. The booking fee for the remaining 45 mins will be refunded.

8.4 In case of acceptance of cancellation request, Maha-Metro reserves the right to allocate it to the next in turn.

10.0 Restrictions

10.1 Activities prohibited under any law will not be allowed.

10.2 Animals will generally not be permitted in any manner whatsoever on Maha-Metro property. However, if it is significant to the shooting activities and / or campaign, then under such circumstances, Maha-Metro's prior written permission will be a prerequisite. The request needs to be made 3 days before the shoot. If consent is granted, the animal(s) must be kept under control at all times by qualified personnel. In case of any loss or damage caused to Metro's property, materials, passengers and/or personnels because of negligence by the Applicant in keeping the said animal(s) under control, Maha-Metro will be indemnified by the Applicant to that effect in entirety, failing which the said amount incurred in mitigating the damage will be deducted from the security deposit of the Applicant or charged additionally in case it exceeds the security amount.

10.3 Use of fire, gunfire, explosives or any hazardous material is not permitted at Maha Metro stations.

10.4 Filming of Photos or Videos must not display any offensive or obscene material or any material with political, religious or racial overtones which may cause violence or disharmony.

10.5 The company/production house should not be allowed to make any changes in respect of the names of the locations, stations, trains etc. without prior specific written permission of Maha-Metro.

10.6 Maha-Metro staff/contractors will not be involved in the event without the prior written permission of Maha-Metro.

10.7 In case of power requirement during the event at the station, the supply will be available on a chargeable basis. Applicants can also use generators for supply of power as required. However, DG sets have to be installed/deploy outside station premises/train. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.

10.8 The synopsis of the film/documentary/serial/TV Commercial/Internet videos etc. that the Applicant is planning to use, must be shown to Maha-Metro for approval. No negative projection of metro is permitted. The same shall ensure that there is no adverse publicity, and that Maha Metro is not depicted in a poor light. There shall not be any direct/indirect reference

to terrorism in the script which contains shots of metro and an undertaking to this effect shall be given to Maha-Metro beforehand.

11.0 Submission of Applications

The Applicant shall be required to submit their application along with application fees, indemnity bond, and other associated documents at the following address: -

Maharashtra Metro Rail Corporation Pune Office:

The Executive Director (Public Relations)

Pune Metro Bhavan (Maha Metro) :

Above District Court Metro Station,

Nyaymurti Ranade Path, ShivajiNagar,

Pune - 411005,

020-25403355 / 020-25403356 (For extension, please refer directory)

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

12.0 Applicability of the Policy

This policy is effective from the date of its publication on the Maha-Metro (PMRP) website and shall remain valid up to 26th September 2026. The policy is subject to change without any prior intimation, subject to the approval of the Competent Authority.

13.0 Insurance

It is desirable that the Applicant during the shooting has comprehensive insurance for a value of Rs. 1 Crore covering men & material of Maha-Metro. Validity of the insurance period is to be ensured, till receipt of a certificate from Maha-Metro.

14.0 Dispute Resolution

14.1 Negotiation and Amicable Settlement:

In the event of any dispute in connection with or arising out of this Agreement between the parties ("Disputes"), the Parties shall firstly attempt to amicably resolve such disputes through the highest level of negotiations and discussions.

14.2. Arbitration:

14.2.1 If any dispute between the Parties is not resolved through negotiations and amicable settlement, either Party shall give notice in writing to the other Party of its intention to refer

such dispute to Arbitration and within 15 days of receipt of such notice of dispute, the Party receiving the notice shall refer the matter to Arbitration.

14.2.2 The disputes shall be resolved through the Arbitration and Conciliation Act 1996 (as amended, modified and updated from time to time) by appointment of an Arbitrator as prescribed under the Act. The venue of Arbitration shall be Pune, and the Arbitral proceedings shall be in English. The remuneration of the Arbitrator(s) and the cost of Arbitration shall be shared equally by both the Parties. The Arbitrator(s) shall reach a decision within 30 days, or such period as agreed between the Parties from the date of reference of the dispute.

14.2.3 If either Party is dissatisfied with the Arbitrator(s) 's decision, then the aggrieved Party, on or before 90 days on receipt of such an Arbitral Award, can challenge the Award before the Ld. Court.

14.2.4 In case the value of the disputed claim and counterclaim is Rs.5 crore or less: The dispute shall be referred to a sole-member Arbitral Tribunal. Such a Sole Arbitrator shall be appointed as per the provisions the Act and shall the meet with the requirement relating to the independence or impartially of arbitrators referred to in the Fifth and Seventh schedules, read with Section 12, sub-sections (1) (a), (b) and (5) of the Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act 2015.

14.2.5 In case the value of the disputed claim and counterclaim is more than Rs.5 crore: The dispute shall be referred to a three panel Arbitral Tribunal. Each Party will have the autonomy to appoint their own Arbitrator within 15 days of receipt of Notice of Dispute and the two Arbitrators appointed, shall appoint the Presiding Arbitrator by mutual consultation among themselves, within 15 days of the appointment of the second Arbitrator.

14.2.6 If no consensus is reached within 15 days regarding the appointment of the Presiding Arbitrator, either party may apply to the Designated Court referred to in the Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act 2015 for the appointment of the Presiding Arbitrator.

14.3 The Parties agree that the selection and nomination of Arbitrators should be based on the nature and subject matter of the dispute to be adjudicated upon, that is, the nominated Arbitrators shall have sufficient knowledge and experience to decide upon the disputed matter. In the case of a three-member Arbitral Tribunal, it shall also be ensured by the nominating parties / Arbitrators, as the case may be, that at least one member of the Tribunal shall be a legal professional with a minimum of 10 years of experience.

14.4 In the event of an Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, it shall be lawful to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

14.5 Subject to aforesaid, the Arbitration and Conciliation Act 1996, as amended from time to time and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.

14.6 During the pendency of the arbitration proceedings, the Applicant shall continue to perform and make payments due to Maha- Metro as per the Policy, if the said payments are outside the scope of dispute.

14.7 Jurisdiction of Courts: The Courts at Pune shall have exclusive jurisdiction to adjudicate any claim, dispute or matters arising out of this Policy.

14.8 All persons should carry valid ID proof.

15.0 Observance of safety and security regulations during the shooting.

While allowing shooting in the normal run of a train, it shall be ensured that there is absolutely no shooting by travelling on footboards/ rooftops. It has to be ensured further that no inconvenience is caused to other passengers. Similarly, shooting shall not be allowed on tracks while there is any movement of trains. Shooting shall be allowed only on tracks with prior specific permission for the same and obtaining power block. During the daytime, shooting at crowded metro stations should be avoided to ensure that normal functioning of the metro is not adversely affected and there is no inconvenience to the metro users.

A liaison officer from the Public Relation and O & M Department should invariably be present with the shooting team at all times to ensure that there is no large-scale departure from the original and accepted script in respect of film shooting sequences utilizing metro properties (building, rolling stocks, tracks, signals etc.) and Metro personnel. The liaison officer is also responsible for ensuring that the shooting team adheres to safety and security instructions and there is nothing detrimental to the image of Pune Metro Rail Limited. In case of feature films, a liaison officer each from the commercial and Security Departments should also be attached (in addition to that from the Publicity Department).

The Applicant shall comply with all rules and regulations under the Metro Railways (Operations and Maintenance) Act 2002 & its amendments and all laws of Land of Maharashtra

16.0 Prior Clearance from all ministries in case of foreign nationals/ companies

16.1 Foreign film producers, seeking permission for shooting a feature film to be shown/ telecast outside India, are required to approach the Ministry of Information & Broadcasting for obtaining their clearance for shooting in India (at the specified locations). This is also applicable to the Indian producers undertaking the job for a foreign agency or for being shown outside India. This is in addition to the clauses of this Policy.

16.2 Foreign film producers, seeking permission for shooting a documentary film to be shown/telecast outside India, are required to approach the External Publicity Division of the Ministry of External Affairs (MEA) for obtaining clearance for shooting in India (at the specified locations). This is also applicable to the Indian producers undertaking the job for a foreign agency or for being shown outside India. This is in addition to the clauses of this Policy.

16.3 Foreign journalists, who are based in India and have accreditation from the Government of India, do not require such clearances for taking shots for news/ features.

16.4 In respect of foreign nationals, the Intelligence Bureau (IB) shall also be kept informed by endorsing a copy of the permission letter to the Deputy Director/IB, Ministry of Home Affairs.

17.0 Exemption

Any exemption in the policy may be permitted with the approval of the Managing Director, Maha-Metro.

Executive Director (Public Relations)
Pune Metro Rail Project

INDEMNITY BOND
[ON FIVE HUNDRED RUPEES (Rs.500/-) STAMP PAPER]

I, _____ [Name of the Official], _____ [Designation],

_____ [Organization] having Registered Office at

_____ have been authorized by Maharashtra Metro Rail Corporation Limited. to carry out _____ [event] for a period of _____ days from _____ to _____ for my visit to _____ metro station.

I hereby indemnify Pune Metro Rail Project, its Representatives, Assignees, Nominees and Officials completely against any loss, injury, or damage caused to metro commuters, Maha Metro Pune's men, material & property and to our authorized Contractors / Vendors men & material as well during the said film shooting/ campaign 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 Maha Metro in the aforesaid context before any court / statutory authorities.

Signed _____ Witnessed by _____ Name

_____ (1) _____

Address _____

_____ (2) _____

Time & Date of entry _____

Time & Date of exit _____ (to be filled
by Maha Metro Pune's Official).

EVENT GUIDELINES AND APPLICATION FORM

Date of Application: _____

Contact Person
(Authorized person)

Company/ Production House

Address

Phone & Mobile No

E-mail

Type of Events

Filming

Promotion

TV / Commercial

Documentary

Photography

Others

Internet Channel

Amateur Hobbyist

Proposed Location(s) of the
Shoot

Proposed Date(s) and Time(s) of the Shoot (including site prep, shooting and wrap up)

Detailed description/outline pertaining to the event at Maha Metro premises (attach additional sheet(s) if necessary)

Total Number of People
(Including crew, cast,
media,etc.)

Types and Number of
vehicles

Type of Equipment

Power/ Additional Requirements

Details of Food &
Refreshment
service during the event

GUIDELINES:

1. Applications are required to be submitted to Maha Metro at least 15 days in advance for proper scrutiny and approval of the case.
2. All fees excluding all applicable taxes (excluding GST) must be submitted in the form of Demand Draft / Cheque at least 10 (Ten) working days before the event begins. In case of cancellations, refund shall be governed by Clause 8.0 –Cancellation and Refund Rules of the Policy for Hiring Maha Metro 's Premises including Stations or Trains for a Particular Period / Time.
3. The Applicant should pay an interest-free refundable security deposit. In case of any loss and / or damage caused to Maha Metro 's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. Maha Metro reserves the right to interrupt or halt any event, before or during the course of event, without any advance notice and no claim or compensation in this regard will be entertained.
5. All people shall carry entry badges at the time of event.
6. The Production Company shall be responsible to obtain any / all permissions from all concerned agencies, wherever required.
7. Any customers/staff of Maha Metro will not be involved in the event without the prior written permission of Maha Metro.
8. The timing of the event has to be agreed in advance and must be strictly adhered to.
9. 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 Maha Metro 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.
10. In case of power requirement during the event at the station, the supply will be available on a chargeable basis. Applicant 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 metro station patrons and staff do not trip or fall.
11. No animals are permitted on Maha Metro property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. 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, personnel and property
13. Activities prohibited under any law will not be allowed.

14. Use of fire, gunfire, explosives or any hazardous material is not permitted at Maha Metro stations.
15. The company/production house may use film, video and photographs shot at Maha Metro only for the purpose stated in the application form. The images/footage should not be used for any other purpose without prior written permission from Maha Metro.
16. Maha Metro reserves the right to restrict the number of persons and the type of equipment entering the metro station/train for this activity.
17. Maha Metro 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 Film / Event Companies / Media and Photographers and/ or by any participant in the event.
18. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.
19. Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of Maha Metro
20. The company / production house should not be allowed to make any changes in respect of the names of the locations, stations, train etc. without prior specific permission of Maha Metro
21. There should not be any inconvenience to the daily commuters at the time of the event.
22. Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
23. The proposed activities shall not temper the operational activities or cause any inconvenience to the passengers.
24. The synopsis of the film/documentary/serial/TV Commercial etc. has to be shown to Maha Metro before approval. No negative projection of the metro is permitted. There should not be any direct / indirect reference to terrorism in the script which contains shots of the metro and an undertaking to this effect should be given to Maha Metro.
25. Crew members should follow social distancing and other COVID protocols while shoot in Maha Metro premises.

UNDERTAKING

We/I hereby certify that the details provided in this application accurately represent the proposed shoot activity. We/I confirm that we/I have fully read and understood the terms and conditions. Upon approval of this event/activity, I/my company and I agree to adhere to all guidelines established by Maha Metro Pune. Additionally, I/we commit to including the following film credit: "Thanks to Pune Metro Rail Limited."

Name:

Signature:

Company Seal:

Designation:

Date: