

POLICY ON “CELEBRATION ON WHEELS”

1.0 Objective :-

This policy has been framed with the objective to reserve 3-Coach Train for special purpose viz. Birthday Party, kitty party, pre-wedding celebration or any such event as per the discretion of Maha Metro etc.

2.0 Exemptions :-

- 2.1 The train reserved for VIP movement is exempted from the policy.
- 2.2 Any other booking on a 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 a 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 preferably from Khapri / Lokmanya Nagar/ Automotive Square/ Prajapati Nagar
- 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 favour of a group of people on a 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 is mentioned below :-

5.1 Travel Fare :

A Lump Sum Fare per hour shall be charged within same Line (Orange & Aqua) for a social gathering of maximum 200 persons only. Accordingly, fare for respective Reach shall be :-

Line	Type of Booking	Minimum Charges for first hour (Max 200 passengers)	Minimum Charges for subsequent one hour only (Max 200 passengers)
Orange Line or Aqua Line	1. CoW booked on Sundays upto 1300 hrs. (The CoW trip to end by 1300 hrs) (applicable for all) 2. CoW exclusively booked by educational institutions for students on any day . (Letter of the Educational Institution to be attached with the application form) 3. CoWs booked other than above mentioned,	Rs.3,500/- (Rs. Three thousand five hundred only) Rs.3,500/- (Rs. Three thousand five hundred only) Rs. 5,000/- (Rs. Five Thousand only)	Rs.3,500/- (Rs. Three thousand five hundred only) Rs.3,500/- (Rs. Three thousand five hundred only) Rs. 5,000/- (Rs. Five Thousand only)

Note :

1. If the applicant is willing for a decorated train, then the decoration charges shall solely be borne by the applicant and the decoration has to be carried out in the presence of authorised Maha Metro staff of Rolling Stock Wing.
2. Maximum duration of the event shall be for 2 hours, Amount Rs.10,000/- (Rs.Ten Thousand only).
3. If the no.of passengers increases beyond 200, then normal ticket fare per extra person will be charged for the passengers beyond 200.
4. These charges are for any one Line i.e. Orange Line or Aqua Line and would preferably be allowed to book from terminal Stations i.e., Khapri / Lokmanya Nagar/ Automotive Square / Prajapati Nagar to have a complete round trip within 60 minutes. Although, permitting boarding / deboarding from / at any one intermediate station will be at the discretion of Maha Metro administration.

The same fare is applicable for another Line and will be charged separately.

6.0 Security Deposit for Booking:

Before the start of the event, applicants are required to pay the security deposit amounting to Rs.10,000/- (Rs. Ten 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 authorised Maha Metro staff. 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 any time.

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 (maximum 200 passengers) is subject to availability and feasibility and would be provided to make the experience of the group unique and memorable.

9.1 Train shall be brought empty from the originating station.

9.2 Welcome message / announcement of boarding station Passenger Information Display system / passenger Announcement system at station will be done. Banners, if requested by the applicant can be permitted by authorised Maha Metro staff and the banner shall be arranged by the applicant.

9.3 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.

9.4 Coordination with OCC to provide timely information about the train to the group.

9.5 Local announcement, if required by the event group.

9.6 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. CC/ Sr.SC Ops.

9.7 Permission is granted for cake cutting without lighting candles. However, the cake has to be arranged by the group.

9.8 No relaxation in security standards and Covid-19 protocols will be allowed.

9.9 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.

9.10 A dedicated housekeeping staff will be provided inside the train to ensure hygiene & cleanliness during the event. Adequate no. of dustbins will be provided along with garbage bags for disposal of the waste.

10.0 Compliance of Covid-19 precautions (as per Government's Norms issued time to time) :

10.1 Train disinfection activity will be carried out in depot before / after induction / removal of train to / from mainline for "Celebration on wheels" event.

10.2 Passengers with face masks will only be permitted to join the event. However, Rules as framed by Competent Authority for Covid appropriate behaviour shall be followed.

10.3 All passengers entering the station will be screened with a thermal gun and in case of any abnormality, SC will contact the nearby health facility.

10.4 All staff inside the train such as SFS, HK and security staff must wear a face mask, hand gloves etc.

10.5 Station Controller will ensure that the passenger will follow all the norms related to Covid-19.

10.6 Announcement related to Covid-19 to be made at platforms and inside the train.

10.7 Passengers will be encouraged to stand at the appropriate position marked on the concourse, platform, stairs and inside the lifts and further they will be equally distributed in all coaches by SFS deputed in the train.

11.0 Cancellation and Refund Rules: -

Sr.No	Cancellation Time	Cancellation Charges
1	If the booking is cancelled more than 02 days from the date of the event.	Rs.2,000/-
2	If the booking is cancelled within 02 days and up to 01 day before the date of the event.	Rs.3,000/-
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 Coordinator i.e.

1. Sh. Ravi S Verma Mob 7827541313
Mail id : ravi.verma@mahametro.org
2. 24x7 contact number 9307901184

- 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 the form of Bank Transfer in advance (excluding the scheduled date of journey). In case the payments are made by Bank Transfer, then the applicant shall confirm the same by email stating the transaction details including UTR number of the transaction, amount, date of the transaction and applicant's bank name and address.

However, as a promotional period, payment through cash / POS shall also be accepted with prior confirmation from Maha Metro officials. Only one booking shall be accepted for each reach at a scheduled time. Preference shall be given to the 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 thereunder will not be allowed.
- 13.2 Use of firecrackers, 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 are 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.

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.