

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, educational trip) :
5. Estimated no. of passengers : List Attached- Yes/No:
(Max. 200 permitted, list to be enclosed in attached format)
6. Date of Event / Journey :
7. Name of Coordinator :
 - 7.1 Address :
 - 7.2 Contact Details :
8. Itinerary Time (During Revenue Service only) :
 - 8.1 Event stations** :
 - 8.2 Event requested at : station.
 - 8.3 Arrival at Station
 - 8.4 Outward Journey station :
From (originating station)- To (destination station)-
 - 8.5 Return Journey station
From (destination station)- To (originating station)-
9. Mode of Payment For the Event: Cash RTGS,NEFT,IMPS
Name of the Bank (amount to be deposited in) : State Bank of India

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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		30	
2		31	
3		32	
4		33	
5		34	
6		35	
7		36	
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191		200	

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 :.....

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Mobile No.:

Email id :.....

Seal if any :.....

TERMS AND CONDITIONS

1. Detailed event programme 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. Train will not be halted at any intermediate station. Boarding / deboarding of passengers will be carried out only at the event originating station.
5. Applicants must nominate a coordinator from their side and must furnish his / her details to Maha Metro in the application form.
6. Pre-cooked food in packed form, if required, during the event shall be arranged by the applicant.
7. No cooking or reheating shall be allowed inside metro train / station premises.
8. The applicant and invitees/passengers shall maintain good conduct during the entire period of the event.
9. Event party badge / banner will be allowed only after approval of the Event coordinator.
No Political party / antisocial banner will be allowed.
10. Payment to be done only after booking is approved by the Event coordinator.
11. 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.
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, 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.
13. All invitees / groups 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 the organizer's part. No event booking refund will be provided to the organiser in such a situation. Delay upto 05 minutes can be allowed by the event coordinator.
14. 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.
15. 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. In exceptional circumstances, permission may be granted by Maha Metro to use the photographs with the news item in the print media, social media etc based on specific request by the event organiser on a case-to-case basis.
16. 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.

17. Consumption of **Alcohol / intoxicating items**, and/ or **smoking**, creating public nuisance is strictly prohibited inside Maha Metro station / premises and during the celebration.
18. The waste materials of any nature, materials / garbage shall be kept in the proper bins / places dept in Maha Metro premises and inside Metro.
19. Charges for any item e.g., furniture and fixtures and/or any other articles damage / broken and damage done to the walls / ceiling of Maha Metro etc. by way of nailing, pasting or hammering while using it by the applicant and invitees / passengers shall be recovered before vacating the Maha Metro.
20. **Use of coal, wood, gas, electric heater** etc inside the Maha Metro is strictly prohibited.
21. Maha Metro reserves all the rights to cancel the booking at any stage without citing any reasons thereof.
22. 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.
23. Music through up to 8watt Bluetooth speaker is permitted. Relaxation above this wattage and other musical instruments (like Tabla, Dholak, Guitar, Piano etc) will not be allowed.
24. 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.2,000/- shall be deducted.
 - ❖ If the booking is cancelled within 02 days and up to 01 day before the date of the event, Rs.3,000/- shall be deducted.
25. Full booking amount shall be deducted if the booking is cancelled on the day of the event. No Refund shall be granted.
26. For any other activity / requirement, prior approval of Maha Metro will be required.
27. Decoration will be carried out only in presence of Rolling Stock staff and security guard at the depot or mainline (Sitabuldi or Lokmanya Nagar or Khapri) 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 :.....