

FILM SHOOTING POLICY FOR LICENSING CMRL's PREMISES INCLUDING STATIONS/ TRAINS/ VACANT LAND FOR A PARTICULAR PERIOD / TIME

1.0 Objectives

Chennai Metro Rail Limited (CMRL) is a joint venture of the Government of India (GoI) and the Government of Tamil Nadu (GoTN) for the construction of Metro Rail in the Chennai city with loan assistance from Japan International Co-operation Agency (JICA). The total length is 54.1 km (Phase 1 with extension of the Chennai Metro Rail Project). Chennai Metro Phase 1 with extension comprises of two corridors — Corridor 1 from Wimco Nagar Depot to Airport covering 32.13 kilometers and the Corridor 2 from Central to St. Thomas Mount covering 21.961 kilometers. There will be 41 stations of which 20 will be underground and 21 will be elevated. CMRL premises including spaces at stations and trains may be given on short term License basis for the purpose of shooting of films, Internet Channel Business Videos & Ads, documentaries, TV commercials, etc. Advertisements of any kind including product display shall not be permitted during such Licensing of CMRL premises. Further, these activities of shooting shall not cause inconvenience to the metro users or interfere in the operation of metro services.

2.0 Eligibility

Applicant who may be a registered sole proprietorship firm, a partnership firm or a company having registered office in India and incorporated under the company act 1956/2013, Reputed Production House, Event Management Company, Show Organizer, Film Producer & Exhibitor and Branding Company may make a request on the letter head of the company.

3.0 Booking Fees

- 3.1 The schedule of Booking Fees for Licensing CMRL's premises per scheduled hour of occupancy including stations or trains (including cars) for above purposes shall be as under: -

Rates		
S. No	Area of booking	Booking Fees/hour (Excluding GST & free period of max one hour)
1.	Train *	
1.1	Commercial Film/Video Shooting in Inside metro train (on Commercial Operation Line)	Rs.2,00,000/-
1.2	Inside metro train (Non-Commercial Operation Line & Commercial Operation Line in Night Shoot), Commercial Advertisement and Television Serials	Rs.1,00,000/-

2.	Inside Metro station *	
2.1	Commercial Film/Video Shooting	
2.1.1	Category A Stations	Rs.2,00,000/-
2.1.2	Category B Stations	Rs.1,00,000/-
2.2	Commercial Documentary Video / Internet Channels Video & Ads**	
2.2.1	Category A Stations	Rs.1,00,000/-
2.2.2	Category B Stations	Rs.50,000/-
2.3	Amateur Hobbyist** (Non-Commercial & subject to terms and conditions)	Rs. 50,000/-

S.No.	Area of booking	Booking Fees / Package (excluding GST)
3.	Outside Metro station *	
3.1	Vacant Land	Rs. 1,00,000/-

all extends taxes (including GST) as applicable to be borne by the applicant/ temporary license from time to time.

** No free time (setting time) allowed.

* Here, following definition of station, trains and outside metro station may be considered: -

- a) **Inside Train:** When train(s) has / have been booked and the activity inside the train including shooting of boarding / de-boarding at platforms.
- b) **Inside Station:** Station area such as circulating area, entrance, unpaid & paid areas, platforms and no train have been booked. The shooting of regular revenue train from the platform without any actor/actress/crew member will be permitted as part of shooting of the station.

Sl No	Category	Name of Station
1	Category A	Central Metro, Egmore, Thirumangalam, Koyambedu, CMBT, Vadapalani, Ashok Nagar, Ekkattuthangal, Alandur, St. Thomas Mount, Wimco Nagar Depot, Wimco Nagar, High Court, Government Estate, LIC, Thousand Lights, AG-DMS, Guindy, Chennai Airport, Poonamallee Bypass Metro Station, Porur Bypass Metro Station and Porur Junction Metro Station
2	Category B	Nehru Park, Kilpauk Medical College, Pachaiyappas College, Shenoy Nagar, Anna Nagar East, Anna Nagar Tower, Arumbakkam, Thiruvotriyur, Thiruvotriyur Theradi, Kaladipet, Tollgate, New Washermenpet, Tondairpet, Thiyagaraya College, Washermenpet, Mannadi, Teynampet, Nandhanam, Saidapet, Little Mount, Nanganallur Road, Meenambakkam and Poonamallee Metro, Mullaithottam Metro, Karayanchavadi Metro, Kumananchavadi Metro, Kattupakkam Metro, Iyyappanthangal Metro, Thelliyaragaram Metro, and Vadapalani Metro(PH II).

- c) **Both Train & Station:** Wherein shooting is being done inside the train, outside the train, station area and train(s) has/have been booked for shooting purpose.
- d) **Outside Station:** Premises outside the Station area are within CMRL boundary including CMRL Depot and no train & stations have been booked. The shooting of regular revenue train & stations interiors will not be permitted as part of shooting. Package means 3 hours of time, free period/ setting time of maximum one hour is permitted. In case the shooting/event goes beyond permitted time, then additional charges is Rs.25,000/- per hour has to be paid by the Applicant/Party.
- 3.2 The agency will be given a maximum of 60 minutes' free time (except Commercial Documentary Video / Internet Channels Video & Ads and Amateur Hobbyist) to set up the

instruments/cameras etc. In case of any dispute regarding time of start of activity or free time allowed the decision of CMRL would be final and binding.

- 3.3 The above-mentioned charges shall be paid, in advance, in the form of Demand Draft / Banker's Cheque drawn on any scheduled commercial bank in favor of Chennai Metro Rail Limited, as the case may be, payable at Chennai or online through NEFT/RTGS to CMRL Bank Account.
- 3.4 CMRL's authorized bank name and account No. to payments to be made for Application fee, Security Deposit, Booking fee and GST are as follows:
Name: Chennai Metro Rail Limited
Account No: 00000034919609734
Bank Name: State Bank of India IFSC
Code: SBIN0009675
Address: Koyambedu, Chennai.
- 3.5 In case the shooting/event (except outside station) goes beyond permitted time, then additional charges on pro rata basis has to be paid by the party. The additional time to be rounded off to 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 (0.15 hr.) would be paid by the agency on pro rata basis.
- 3.6 Once the permission is granted, change in category from station to train and vice versa shall only be allowed if it is generating more revenue than already agreed and if feasible. If it is leading to lowering of revenue, then it will not be agreed.
- 3.7 It is the responsibility of the payer to see at what rate the tax is deducted at source while booking or making the payment to CMRL and they shall issue the certificate to CMRL. Applicable tax deduction at source (TDS), if any, shall be governed by the prevailing provisions of the Income Tax Act and applicable notifications post the issue of Tax Invoice.

4.0 Security Deposit

Besides applicable charges, as mentioned at 3.0 above, the applicant shall be required to submit an interest free Security Deposit in the form of Demand Draft / Banker's Cheque or online through NEFT/RTGS to CMRL Bank Account. The amount of the Security is required to be deposited on confirmation of booking (at least 10 days in advance of scheduled date of booking). The amount of the security deposit shall be as under: -

SN	Property Involved	Amount Of Security Deposit in Rs
1.	Both Train and Station	15,00,000/-
2.	Only Stations	10,00,000/-
3.	Only Train	10,00,000/-
4.	Outside Stations	5,00,000/-
5.	Preview Compliance Deposit	2,00,000/-

Security Deposit will be refunded at the earliest after the shoot is over. However, if there is any dispute/damage etc., the amount will be recovered from the Security Deposit and the remaining amount will be refunded. Amateur Hobbyist should pay 10% of Security Deposit in respective items.

5.0 Indemnity Bond

The applicant shall submit an indemnity bond (F o r m a t in Annexure- A) on a stamp paper of hundred rupees value, duly notarized, indemnifying CMRL completely against any loss, injury, damage caused to Metro commuters, CMRL's men, material & property and to their men & material during the campaign period and undertake to bear all cost incurred as a result of such incidence. The format will be given along with the application form, which is required to be submitted before the start of the campaign.

6.0 Payment of applicable Fees / Security Deposit

- 6.1 The applicant organizations as mentioned at 2.0 above may apply in Event Guidelines and Application Form (A n n e x u r e - B) which should be submitted to CMRL at least 15 days in advance for proper scrutiny and approval of the case.
- 6.2 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 Business Development cell to record the time and date of registration of request.
- 6.3 All fees including all applicable taxes must be submitted in the form of Demand Draft / Banker's Cheque / R T G S / N E F T 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.
- 6.4 The applicant organization should pay an interest free refundable Security Deposit as mentioned at 4.0 above on confirmation of booking by CMRL.

7.0 Other Terms and Conditions

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

- 7.1 Production Company shall be responsible for obtaining any / all permissions from all other concerned agencies, wherever required.
- 7.2 Timing of the event has to be agreed in advance and must be strictly adhered to.
- 7.3 In case of any loss and / or damage caused to CMRL's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
- 7.4 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 CMRL 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.
- 7.5 All people of the applicant's team shall carry entry badges at the time of event.
- 7.6 CMRL 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.
- 7.7 CMRL reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.
- 7.8 The company / production house may use film, video and photographs shot at CMRL only for the purpose stated in the application form. The images / footage should not be used for any other purpose without written permission from CMRL.

- 7.9 CMRL 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.
- 7.10 Filming or Photo or Video in any manner with or without intention shall not contain false, defamatory, misleading, illogical or factually inaccurate representations of CMRL.
- 7.11 There should not be any inconvenience to the daily commuters at the time of the event.
- 7.12 Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
- 7.13 The proposed activities shall not hamper the operational activities or cause any inconvenience to the passengers.
- 7.14 No Diesel Generators (DG) will be allowed in the Station premises or in the Trains.
- 7.15 Entry to the driver's cabin on the Metro Train is strictly prohibited.

8.0 Cancellation and Refund Rules

- 8.1 The booking may be cancelled on the request of the applicant. The refund of the booking amount shall be as under: -

Time of making request for cancellation	Refundable booking
Before or on 7 days in advance of scheduled day of event (Excluding the day of event)	75 %
Before or on 5 days in advance but later than 7 days in advance (Excluding the day of event)	50%
Before or on 3 days in advance e but later than 5 days in advance (Excluding the day of event)	25%
Later than 3 days in advance (excluding the date of	Nil

Illustration: If booking has been made for Dec 15, 2026

Time of making request for cancellation	Refundable booking amount
Before or on Dec 8, 2026	75 %
After Dec 8 but before or on Dec 10, 2026	50%
After Dec 10 but before or on Dec 12, 2026	25%
After Dec 12, 2026	Nil

- 8.2 CMRL reserves the right of full refund in case of abnormal force majeure condition. However, CMRL's liability shall in no event exceed the total booking fees collected.
- 8.3 CMRL 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 pro-rata basis i.e the period of booking will be counted upto next 15 minutes and the booking fee will be charged upto the period of shooting/filming/activity.

Illustration: If the film shooting is scheduled from 10 AM to 12 AM and the shooting has to be cancelled at 11:10 AM by CMRL on any of the above account, the booking fee will be charged upto 11:15 AM i.e for 1.15 hrs only. The booking fee for the remaining 45 mins (0.45 hr) would be refunded.

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

9.0 Exceptions

- 9.1 Activities prohibited under any law will not be allowed.
- 9.2 Animals will generally not be permitted on CMRL property. If it is required CMRL's prior permission will be a pre-requisite. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
- 9.3 Use of fire, gunfire, explosives or any hazardous material is not permitted at CMRL stations.
- 9.4 Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.
- 9.5 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 CMRL.
- 9.6 CMRL staff / contractors will not be involved in the event without the prior written permission of CMRL Ltd.
- 9.7 In case of power requirement during the event at the station, the supply will be available on chargeable basis. Applicant Battery-operated equipment or silent generators outside station premises may be permitted with prior approval. 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. Also compiles the guidelines issued by the CMRL officials time to time.
- 9.8 Battery-operated equipment or silent generators outside station premises may be permitted with prior approval.
- 9.9 The synopsis of film/documentary/serial/TV Commercial/Internet videos etc., has to be shown to CMRL before approval. No negative projection of the metro is permitted. It shall ensure that there is no adverse publicity and CMRL is not depicted in poor light. 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 CMRL.

10.0 Preview Show of Shooting

This Clause shall apply to all shoots undertaken for films, web series, television programmes, advertisement, documentaries, promotional videos, corporate films, digital content, or any audio-visual production (collectively referred to as the "Film") that is wholly or partly filmed within the premises or properties of Chennai Metro Rail Limited ("CMRL")

- 10.1 The applicant shall arrange a screening of preview show (the final edited version of the Film) prior to its public release in any form, whatsoever.
- 10.2 The preview screening may be conducted through Physical screening at a mutually agreed venue or
- 10.3 All costs and expenses associated with the preview screening, including the provision of digital or physical screening facilities, shall be borne exclusively by the applicant.
- 10.4 The applicant shall intimate CMRL in writing at least seven (7) working days in advance prior to the screening of the preview show.
- 10.5 CMRL shall review the preview solely for the purpose of verifying:
 - a. Compliance with the agreed terms and conditions and the approved script by CMRL; and

- b. Content that is misleading, defamatory, objectionable, unlawful, prejudicial to public safety, or otherwise detrimental to the security, operational, commercial, legal, statutory, or reputational interests of CMRL.
- 10.6 In case of any objections observed and notified by CMRL of the applicant contravening sub-clause (5) above within 7 Working days of the preview, in writing, the applicant shall comply with all such remarks/changes notified by CMRL, and confirm the same in writing before public release.
- 10.7 The preview shown to CMRL shall be treated as confidential only for the purpose of internal review.
- 10.8 The Preview Compliance Deposit shall be released only upon:
 - a. Screening of preview show; and .
 - b. Submission of a written declaration by the applicant / Production Company confirming and compliance to the satisfaction of CMRL.
- 10.9 Release of the Film without complying with the provisions of this Clause shall constitute a material breach of the terms of the Letter of Acceptance and may, without prejudice to any other rights available to CMRL under law or contract, result in one or more of the following actions:
 - a. Forfeiture of the Preview Compliance Deposit remitted by the applicant;
 - b. Disqualification of the Applicant and/or Production Company from obtaining future filming permissions from CMRL;
 - c. Recovery of damages, losses, costs, or expenses incurred by CMRL;
 - d. Initiation of appropriate legal proceedings or any other action as deemed fit by CMRL.
- 10.10 CMRL shall be entitled to approach and obtain an injunctive order from Court/ appropriate judicial forum in case of violation or non-compliance of the terms of this clause/LOA. CMRL is further entitled to terminate the permission issued for shooting immediately without any notice and the Applicant/Production Company shall not be entitled to any damages/costs in this regard.
- 10.11 CMRL may waive the preview requirement in, subject to reasons being recorded in writing and approved by Competent Authority.

11.0 Submission of Applications

The applicant organization shall be required to submit their application along with application fees of Rs. 500/- (Rupees Five Hundred Only) in form of Bankers Cheque/ Demand Draft drawn in favour of “Chennai Metro Rail Limited” payable at Chennai or online through NEFT/RTGS to CMRL Bank Account, indemnity bond and other associated documents at the following address: -

O/o General Manager,
Planning & Business Development,
Chennai Metro Rail Limited,
METROS, No.327, Anna Salai, Nandhanam,
Chennai-600 035, Tamil Nadu, India.
Phone: 044 2437 8000. **E-mail:** nireesh.c@cmrl.in

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

12.0 Applicability of the Policy

This policy is in effect from date of publication on CMRL website and shall remain valid up to 31st August 2027. The policy is subject to change without any prior intimation subject to approval of competent authority.

13.0 Insurance

Comprehensive insurance for a value of Rs. 1 Crore covering men & material of CMRL shall be taken. Validity of the insurance period to be kept till receipt of the certificate from CMRL.

14.0 Arbitration

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 Adjudication:

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 Adjudication.

14.2.2 The disputes shall be resolved through the Indian Arbitration Act 1996 (as amended by Indian Arbitration and Reconciliation (Amendment) Act 2015) by appointment of an arbitrator. CMRL will provide a broad panel of arbitrators to the licensee, and the licensee can choose one among of the list, who will act as the sole arbitrator. The venue of arbitration shall be in Chennai and the jurisdiction shall be the Chennai High Court. The remuneration of the Adjudicator shall be fixed by the Managing Director of CMRL and shall be shared by both parties. The Adjudicator 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 Adjudicator's decision, then the party, on or before 30 days on receipt of such decision, shall notify the other party of its dissatisfaction, and its intention to refer the dispute to Arbitration, failing which the decision of the Adjudicator shall be final.

14.3. Arbitration: The dispute so referred to shall be settled by Arbitration and the parties agree on the following procedure for appointing the Arbitrator / Arbitrators:

14.3.1 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 sole-member shall be nominated by the party seeking arbitration from the List of Arbitrators, maintained by the Licensor, consisting of independent persons to be nominated as Arbitrators, who shall meet with the requirement relating to the independence or impartiality 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.

14.3.2 If the party seeking Arbitration is the Licensee, such proposal shall be addressed to the Licensor and the Licensor shall, within fifteen days from the date of receipt of such proposal, send the list of Arbitrators maintained by the Licensor, referred in clause 14.3.1 above, to the Licensee. The Licensee shall nominate an arbitrator from the list within fifteen days from the date of receipt of the list from the Licensor. If the party seeking Arbitration is the Licensor, it shall forward such proposal to the Licensee along with the nomination of an Arbitrator from the list referred to in clause 14.3.1 above.

- 14.3.3** If either party fails to nominate the arbitrator within the prescribed time limit, as mentioned above, then such other party, after the expiry of the prescribed time limit, has the right to nominate the Arbitrator from the said list on behalf of the party failing to nominate.
- 14.3.4** The two arbitrators nominated by the licensee and the licensor as above shall appoint the Presiding Arbitrator from the list referred in clause 14.3.1 above by mutual consultation among themselves within 15 days of the appointment of the second Arbitrator.
- 14.3.5** 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.
- 14.4** The parties agree that the selection and nomination of Arbitrators from the list 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 20 years of experience.
- 14.5.** 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.
- 14.6.** 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.
- 14.7.** During the pendency of arbitration / conciliation proceedings, the Licensee shall continue to perform and make payments due to CMRL as per the License agreement.
- 14.8.** The venue of the arbitration shall be Chennai. All proceedings of such arbitration shall be in the English language. The cost of Arbitration including the fees of the Arbitrator shall be borne equally by both the parties. The award passed by the Arbitral Tribunal shall be final and binding on both the parties.
- 14.9.** Jurisdiction of Courts: The Courts at Chennai shall have exclusive jurisdiction to adjudicate any claim, dispute or matters arising out of this Agreement.
- 14.10.** All representative of the applicant 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 may be ensured that shooting by travelling on footboards/ roof tops is not allowed. It has to be ensured further that no inconvenience is caused to other passengers. Similarly, shooting should not be allowed on tracks while there is any movement of train. Shooting is allowed 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 metro is not affected adversely and there is no inconvenience to the metro users.

A liaison officer from publicity Department should invariably be attached with the shooting team 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 to ensure that the shooting team adheres to safety and security instructions and there is nothing detrimental to the image of Chennai 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 Licensee shall comply with all rules and regulations under the Metro Railways (Operations and Maintenance) Act 2002 & its amendments and all laws of Land of Tamilnadu.

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.
- 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.
- 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 (refer para – 1.1 & 1.2 of chapter – II)
- 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 Liability

CMRL's liability, if any, arising out of or in connection with the application shall be limited to the licence fee paid by the Applicant for the concerned application. Under no circumstances shall CMRL be liable for any indirect, consequential, incidental, or loss of profit damages.

18.0 Exemption

Any exemption in the policy may be permitted with the approval of Managing Director, CMRL.

General Manager- P & BD

Annexure-A

INDEMNITY BOND

[IN ONE HUNDRED (Rs.100/-) RUPEES STAMP PAPER]

I, [Name of the Official], [Designation], [Organization] having Registered Office at _____ have been authorized by Chennai Metro Rail Limited. to carry out _____ [event] for a period of _____ days from _____ to _____ for my visit to _____ metro station.

I hereby indemnify Chennai Metro Rail Limited, its Representatives and Officials completely against any loss, injury, damage caused to metro commuters, CMRL'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 CMRL on 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 CMRL Official)



EVENT GUIDELINES AND APPLICATION FORM

Application Cost: Rs. 500/- (Rupees Five Hundred Only/-)

Date of Application: _____

Contact Person
(Authorized person)

Company/ Production House

Address

Phone & Mobile No

E-mail

Type of Event

Filming	☐	Promotion	☐
TV/ Commercial	☐	Documentary	☐
Photography	☐	Amateur Hobbyist	☐
Internet Channel	☐	Others	☐

Proposed Location(s) of Event

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

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

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

Types and Number of Vehicles

Type of Equipment's

Power/ Additional Requirements

Details of the food and refreshment service during the event

GUIDELINES:

1. Applications are required to be submitted to CMRL at least 15 days in advance for proper scrutiny and approval of the case.
2. All fees including all applicable taxes (including GST) must be submitted in the form of Demand Draft / Banker's 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 CMRL'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 CMRL's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
4. CMRL reserves the right to interrupt or halt the any event, before or during the course of the 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 the event.
6. Production Company shall be responsible to obtain any / all permissions from all concerned agencies, wherever required.
7. Any customers / staff of CMRL will not be involved in the event without the prior written permission of CMRL.
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 CMRL 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 chargeable basis. Applicants 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 CMRL property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel. CMRL 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.
12. Activities prohibited under any law will not be allowed.
13. Use of fire, gunfire, explosives or any hazardous material is not permitted at CMRL stations.
14. The company / production house may use film, video and photographs shot at CMRL 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 CMRL.

15. CMRL reserves the right to restrict the number of persons and the type of equipment entering the metro station/train for this activity.
16. CMRL 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.
17. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.
18. Filming or Photo or Video in any manner with or without intention shall not falsely, misleadingly or defamatory portray CMRL, its operations, personnel or assets.
19. 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 CMRL.
20. There should not be any inconvenience to the daily commuters at the time of the event.
21. Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
22. The proposed activities shall not temper the operational activities or cause any inconvenience to the passengers.
23. The synopsis of the film/documentary/serial/TV Commercial etc. has to be submitted to CMRL 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 CMRL.
24. Crew members should follow social distancing and prevailing health and government safety protocols while shoot in CMRL premises.

UNDERTAKING

I certify that the details on this application accurately reflect the event as proposed, and that I have fully read and understood the terms and conditions. If the event is approved, my company and I agree to abide by the guidelines established for this event.

I, the applicant acknowledges having read and understood relating to the Preview Show provisions of the Policy and agrees to comply as stated.

Name:

Signature:

Company Seal:

Designation:

Date:

FILM CREDIT NOTING “THANKS TO CHENNAI METRO RAIL LIMITED”

Checklist

Checklist of Documents to be Submitted

The Applicant shall submit the following documents along with the application for obtaining permission for film shooting at CMRL premises. Incomplete applications or applications submitted without the required documents may be liable for rejection or delay in processing.

Sl. No.	Documents to be submitted	Submitted (✓/X)	Remarks
1	Duly filled and signed Application Form (Annexure – B)	☐	
2	Indemnity Bond (Annexure – A) executed on a Non-Judicial Stamp Paper of ₹100/-	☐	
3	Proof of payment of Application Fee	☐	
4	Copy of Certificate of Incorporation / Registration Certificate of the Company / Firm	☐	
5	Certified copy of Board Resolution / Power of Attorney / Letter of Authorization authorizing the signatory to execute documents on behalf of the Applicant	☐	
6	Copy of GST Registration Certificate	☐	
7	Copy of Permanent Account Number (PAN) Card	☐	
8	Copy of Cancelled Cheque or Bank Account Details for refund of Security Deposit	☐	
9	Copy of the crew id (Sample)	☐	