

Election Premises Terms for Hire

- The hire period of hire is for the Scottish Parliamentary Election on Wednesday 6 May in the afternoon to set up the polling station and on polling day Thursday 7 May from 06:30am to 10:30pm. A key box is available onsite and the key box number has been communicated and/or a keyholder will open and close the hall to allow access.
- Although we try to accommodate as much as possible, no other groups or organisations are permitted to use other parts of the premises on election day, without the prior agreement of Elections Office, in order to maintain the security of the poll.
- Tables and chairs, heating arrangements and kitchen facilities (where applicable) will be made available for polling staff use on the day of election.
- Any temporary ramps or access used for disabled access; will be in place and hearing loops (if any) will made available for use.
- Any change, damage (whether caused naturally or by vandalism), or works to the premises prior to the election that could render it unusable or compromise access, facilities, or structural integrity—whether in whole or in part, internally or externally—must be reported to the Elections Office immediately.
- If the hire fee for the premises differs significantly from that charged at previous elections, without written justification (excluding normal annual inflation), the Elections Office reserves the right to query the charge for audit purposes.

Data Protection

- This information will be stored and used only for the purpose for which it is collected.
- The Highland Council will process your information fairly and lawfully and in accordance with the Data Protection Act 1998.
- Please note that contact details of the keyholder will be passed to the Presiding Officer(s) assigned to the Polling Place and the council department responsible for delivery of polling booths to allow them to contact key-holders in advance of the election if required. It may also be passed to the Police in the event they require contact.

If you require more information about any of the above please email the Elections Office at election@highland.gov.uk