

FREMANTLE PRISON FUNCTIONS AND EVENTS ENQUIRY FORM



FREMANTLE PRISON
The Convict Establishment

1 The Terrace
Fremantle WA 6160
Phone: (08) 9336 9205
www.fremantleprison.com.au

Thank you for your interest in holding an event at Fremantle Prison.

Please fill in this form and return to events@fremantleprison.com.au

This form will enable us to evaluate the requirements and compatibility of your event with our conservation and heritage objectives at the Prison. Fremantle Prison will be in touch to let you know if your function has been approved and what the next steps are to confirm your booking.

Please contact the Events Coordinator on (08) 9336 9205 if you have any questions.

Function Organiser (Applicant) Details

Organisation (if applicable): _____

Event organiser's name: _____

Mobile Phone: _____

Email: _____

Function Details

Proposed Date(s): _____

Proposed Times: _____

Type of Function: _____

Number of Guests: _____

Function Area: _____

Function Theme: _____

Prison Tours

If you are interested in offering a tour of the Prison to your guests, please indicate your preferred tour below.

- ☐ Prison Highlights Tour (30 minutes, conducted beginning of function)
- ☐ Prison Tour (1 hour - tours depart daily between 9:00am and 5:15pm)
- ☐ Tunnels Tour (2.5 hours - tours depart daily between 9:00am and 3:25pm)

Catering

All functions must be professionally catered for. *Note: BYO food and/or alcohol at the event is not permitted.*

Catering ☐ Yes ☐ No

OFFICIAL

Type

☐ Dinner

☐ Cocktail Style

☐ Lunch

☐ Other

Name of Supplier

Set Up Location

Liquor being sold? ☐ Yes* ☐ No

**If liquor is to be sold to guests, the applicant must obtain a license from the Department of Local Government, Industry Regulation and Safety and provide a copy to Fremantle Prison at least one week prior to the event. Providing liquor to guests at a paid ticketed event is considered a sale.*

Is your function/event 18+ or all ages? ☐ 18+ ☐ All ages

Entertainment

☐ Yes

☐ No

Name of Supplier

Set Up Location

Is entry to your function/event open to the general public?

☐ Yes

☐ No

Is this a ticketed function/event?

☐ Yes

☐ No

Will there be a charge to attend?

☐ Yes

☐ No

Ticketing Agent:

Details:

Please provide a brief description of your function/event:

Does your function/event require any temporary structures such as marquees or staging?

☐ Yes

☐ No

If yes, please provide details:

Is there anything else you would like us to know about your function/event?

Privacy

Fremantle Prison, governed by the Department of Planning, Lands and Heritage, is committed to protecting your privacy and is required to inform you about the collection of personal information (PI). Your personal information will be handled in accordance with the Department's Privacy Policy and the Information Privacy Principles under the Privacy and Responsible Information Sharing Act 2024.

We collect your personal information to manage enquiries, process tour bookings and event or venue hire transactions, and communicate with you about these services, including confirmations, updates, and other relevant information relating to your interactions with Fremantle Prison.

Personal information may also be used or disclosed for related purposes, such as meeting reporting obligations, analysing visitor data, and informing relevant internal departments. We will seek your consent for any secondary use of your personal information that is not outlined in this notice.

If we do not collect your personal information, we may be unable to perform necessary administrative and operational functions, including processing transactions, confirming bookings, supporting visitor safety, and meeting legal and regulatory obligations.

If you have any questions about how your personal information is handled or wish to access or correct your personal information, please refer to our [Privacy Policy](#) or contact us:

Department of Planning, Lands and Heritage
Phone: (08) 6551 8002
Email: info@dplh.wa.gov.au

If you wish to make a privacy complaint, please contact the Department's Privacy Officer at info@dplh.wa.gov.au.