

FREMANTLE PRISON SHU MEETING ROOM BOOKING REQUEST



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 booking the SHU (Special Handling Unit) Meeting Room at Fremantle Prison.

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

Fremantle Prison will be in touch to let you know if your meeting/conference has been approved and what the next steps are to confirm your booking.

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

Function Organiser (Applicant) Details

Organisation: _____

Meeting organiser's name: _____

Mobile Phone: _____

Email: _____

Booking Details

Requested Date(s): _____

Alternate Date(s): _____

Proposed Times: _____

Type of Booking: _____

Number of Guests: _____

Room Layout

Please select:

- ☐ Classroom (24 pax)
- ☐ Board Room (18 pax)
- ☐ U-Shape (18 pax)
- ☐ Theatre (50 pax)

Prison Tours

Fremantle Prison offers a range of [exciting tours](#) you may be interested in booking for your group as an addition. Please see options below.

Please indicate your preferred tour:

- ☐ Prison Highlights Tour (35pax p/tour, 30 minutes, tour depart daily between 9:00am-5:15pm)
- ☐ Prison Tour (35pax p/tour, 1 hour - tours depart daily between 9:00am and 5:15pm)
- ☐ Tunnels Tour (12 pax p/tour, 2.5 hours - tours depart daily between 9:00am and 3:25pm)

Catering

Fremantle Prison will supply a tea and coffee station with instant coffee, black tea, and dairy milk. Water station with glassware is provided.

All other catering must be organised by the function organiser and brought in through external suppliers.

Will you be bringing in external catering? ☐ Yes ☐ No

Will alcohol be provided? ☐ Yes ☐ No

Is it a paid ticketed event? ☐ Yes ☐ No

Name of Caterer

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.