

EVENTS AT SECOND HOME

THE KNOX ROOM

CONTACT US

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CHEERS!

One of Eltham's treasures, Second Home is an elegant cafe and gallery space with interior details by renowned designer, Brahman Perera.

Steeped in history, the building was originally home to heavy manufacturing, antique furniture and an Art gallery before opening up the glorious space - and award winning menu to guests who travel from near and far to visit.

Second Home is proud to offer our private Knox Room for your next special event.

Whether it be a significant birthday, business meeting or intimate family gathering, our famed Alistair Knox-designed event space can cater to your needs with a blend of understated elegance and nostalgia amongst captivating garden surrounds.



THE SPACE

FEATURES

Original brickwork detail, glorious artwork, plush carpet perfect for acoustics & floor-to-ceiling windows

Temperature control with reverse-cycle conditioning - and a fireplace for winter

Private access to a native-inspired courtyard by local landscaper Ben Hutchinson

A stand-alone space offering complete privacy for your group or business meeting

Capacity to comfortably seat 30 guests for lunch (**talk to table configurations**) or up to 60 guests for a stand up event





THE KNOX PACKAGE (SEATED)

\$55pp

30 people max

Mon-Fri: min spend \$1200

Sat-Sun: min spend \$2000

2.5 hours

Children under 12 \$25pp

2 Courses

Shared antipasto platters

Salumi, cheese, olives, pickled veg, olive bread, lavosh

Shared main & sides

Seasonal menu offering share-style main items & three accompanying side dishes



THE BROUGHAM PACKAGE (SEATED)

\$70pp

30 people max

Mon-Fri: min spend \$1200

Sat-Sun: min spend \$2000

3 hours

3 Courses

Shared antipasto platters

Salumi, cheese, olives, pickled veg, olive bread, lavosh

Shared main & sides

Seasonal menu offering share-style main items & three accompanying side dishes

Dessert

Dark chocolate, raspberry & hazelnut torte with double cream & toffee praline



EXTRAS

House-made arancini \$3pp
Goats cheese & onion tartlet \$3pp
Freshly shucked oysters \$3pp

Welcome cocktail on arrival \$17pp
Coffee or tea & petit fours \$9pp

CANAPÉ PACKAGE

Indoor / Outdoor (weather dependant): 80 people max
Indoor: 50 people max

Minimum spend \$2500

\$45pp

Selection of 6 savoury canapés

\$55pp

Selection of 6 savoury canapé and 2 dessert-style canapés

Our seasonal canapé menu available upon request





BEVERAGE

Non-alcoholic

2.5 hour \$25pp

3 hour \$30pp

Your choice of a house mocktail, alcohol-free beer, juices, soft drinks & sparkling mineral water

Wine package

2.5 hour \$55

3 hour \$65

Your choice between light & regular beer, sparkling wine, white win, red wine, rose & sparkling mineral water

Requirements

A minimum of 20 guests is required for functions. Exceptions for smaller groups with higher minimum spending are possible. Guests must select a food package and a beverage package. Drinks on consumption is not an option. A minimum spend may apply for drinks on consumption (please inquire with the events manager for details).

Deposits & Final Payment

To confirm your function date, a deposit of 25% of your quoted total cost of the food package is required. Deposits must be made online via a Square Payment link. We do not accept on-site payments for deposits. A signed booking agreement is needed when making the deposit. Deposits are non-refundable within 14 days of the function date. Full payment for the event must be settled 1 week before the function. If the actual spend does not meet the agreed minimum, Second Home reserves the right to charge the agreed minimum amount. Anything consumed or ordered out of the organised event offering, at the discretion or approval of management, must be settled on-site after the function is complete.

Final Selection

Food Package: All dietary requirements must be confirmed 14 days before the event. Menu items are subject to seasonal availability.

Beverage Package: Beverage selections should be finalized 14 days before the function. Any changes post-confirmation must be approved by the function manager and are subject to availability.

All staff adhere to Responsible Service of Alcohol (RSA) guidelines. We reserve the right to refuse service to any guest deemed intoxicated. In such cases, no refunds will be provided. Functions are limited to a maximum duration of five hours. For groups over 80, a beverage package is required instead of a prepaid bar tab, to comply with RSA and stock availability.

Weekend and Public Holiday Surcharge

For events held on weekends (Saturday and Sunday), a surcharge of 10% will apply to the total cost of the event. Additionally, events scheduled on public holidays will incur a 15% surcharge. These surcharges are applied to cover increased operational costs on these dates, ensuring that we continue to deliver the highest quality service for your special occasion. Please take these additional fees into account when planning your event budget.

Audio and Visual Equipment

Audio and visual facilities are available upon request and subject to approval by the function manager. Guests can provide their music or playlists. The volume and area coverage of music are at the discretion of Second Home.

Function Space

Designated spaces for functions are determined at the time of booking and subject to availability. Function areas may be private or within view of the general public. Canapé style functions offer mixed seating and standing areas.

Decorations Policy

To maintain the cleanliness and aesthetics of our venue, we have a strict policy on decorations. Please refrain from bringing streamers, glitter, or other items that may cause litter.

Tentative Bookings

We can hold a tentative booking for up to 7 days. If the hold becomes unsuccessful after this period, we reserve the right to release the booking.

For any queries or to discuss your event needs in more detail, please don't hesitate to get in touch at bookings@secondhomeeltham.com.au or call us at (03) 9439 5362.

Cancellation and Rescheduling Policy

We understand that unforeseen circumstances such as health issues or severe weather may affect your event plans. You may reschedule your event once, at no additional cost, provided you notify us at least 30 days before the original event date. Events rescheduled within 30 days of the event date may incur a fee to cover non-recoverable costs. Cancellations made more than 30 days before the event

External Vendor Policy

Clients are welcome to use external vendors (e.g., florists, and photographers) to enhance their event. All vendors must be pre-approved by Second Home management at least 30 days before the event date. Vendors are required to provide proof of insurance and adhere to our venue's operational guidelines. A list of preferred vendors, known for their quality and reliability, is available upon request.

Accessibility

Our venue is fully accessible, featuring wheelchair ramps, accessible restrooms, and designated parking spaces close to the entrance. We strive to accommodate all guests comfortably and encourage you to discuss any specific accessibility needs with us in advance so that we can ensure a welcoming experience for everyone.

Damage Liability

Clients are responsible for any damages to the property or equipment caused by event attendees. A detailed inspection of the event space will occur both before and after the event. Charges for repairs or excessive cleaning required due to damages during the event will be billed to the client's account."

Minimum Spend Requirements

A minimum spend amount is required for all events to ensure the exclusivity of the venue. If the final bill does not meet the agreed minimum spend, a charge equal to the difference will be applied. For example, if the minimum spend is \$1,200 and the event totals \$1,000 in costs, an additional \$200 will be charged to meet the minimum requirement.

Dietary Requirements

We are committed to accommodating the dietary needs of all our guests. We offer a wide range of menu options that can be customized to meet almost any dietary requirement, including vegetarian, vegan, gluten-free, and allergy-sensitive options.

Please note that while we strive to meet all dietary requests, dishes may vary depending on the specific requirements. We encourage you to discuss your dietary needs with us at least as early as possible, allowing our culinary team ample time to prepare and ensure that every guest enjoys a delightful and safe dining experience.



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