

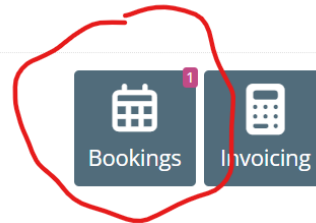
How to change or delete an existing booking

Because there may be implications for other bookings or invoicing, you cannot change or delete a booking in Hallmaster yourself. You need to create a Booking Change Request and the Booking Clerk will make the changes you need and inform you. Here's how to do that.

1 Log in and select Bookings from the Dashboard.

[Dashboard](#)

 [Click to download Customer User Guide](#)



2 Click on the Pencil icon in the 'Actions' column in the Bookings grid.

							Group Series		Expand Series	Clear Filters
	Start Date	End Date	Room(s)	Status	Inv	Actions				
	Tue 23/06/2026 08:45	Tue 23/06/2026 09:00	Main Hall	Confirmed	0.00	  				
	Tue 23/06/2026 08:45	Tue 23/06/2026 09:00	Annexe	Confirmed	0.00	  				
	Tue 23/06/2026 09:00	Sat 27/06/2026 09:15	Meeting Room	Confirmed	0.00	  				

Note: If you can't see any Bookings, check the 'Booking Status' filter above the grid is set to 'All Bookings'.

[Bookings](#)

[Request Booking](#)

Booking Status Confirmed (3) ▾ 

Show Bookings From All (3) ▾ onwards

					Export to Excel		Print Grid
	Customer Name	Booking Name	Group Name	Start Date			
>	Mary Ellis	test for CHANGES	n/a	Tue 23/06/20			

3a Change the Date(s) and Time(s) as required and/or click the X next to any Recurring Date to cancel it.

Note you cannot change a date and time that is in the past.

The screenshot shows a booking interface with the following elements:

- Start Date / Time:** Tue 23/06/2026 10:00
- End Date / Time:** Tue 23/06/2026 10:15
- Cancel Booking:** A red button.
- Recurring:** A dropdown menu set to 'Daily'.
- Additional dates:** A dropdown menu set to '3'.
- Reset Times for Child Bookings:** A button.
- Recurring Dates:** A table showing three dates with start and end times, each with a calendar icon and a clock icon.

Start Date	End Date
Wed 24/06/2026 09:00	Wed 24/06/2026 09:15
Thu 25/06/2026 09:00	Thu 25/06/2026 09:15
Sat 27/06/2026 09:00	Sat 27/06/2026 09:15

3b Or click on 'Cancel Booking' to cancel the whole booking.

The screenshot shows a booking interface with the following elements:

- Start Date / Time:** Tue 23/06/2026 08:45
- End Date / Time:** Tue 23/06/2026 09:00
- Cancel Booking:** A red button.

4 Click on 'Request Changes' at the bottom of the screen.

The screenshot shows the bottom of the screen with the following elements:

- Policies:** A link.
- Request Changes:** A green button.
- Cancel Change Request:** A red button.

This will send a Booking Change Request to the Booking Clerk who will review your changes, send a notification that the changes have been made and issue a revised invoice if necessary.