


Amending a booking – How to request Changes to Your Bookings

You can now request changes or cancel any upcoming bookings directly through Hallmaster. Once you become familiar with Hallmaster, this is the easiest way to amend your bookings.

Go to the Bookings page and find the booking you wanted to request changes or cancel, then press the pencil icon , on the far right, for the booking you wish to change. This will take you to a page with the details of your booking listed, and you can make changes as necessary from here.

Once you are happy with your changes, press the 'Request Changes or Cancel' button to send the request to the venue for the administrators to review and confirm. You will then receive an automated email to say that your change request has been sent. You then need to wait to hear from the venue administrator for confirmation.

If you are experiencing any difficulties changing or cancelling a booking, please phone the Centre 0141 959 9419 for help. If you prefer to complete a paper version of the cancellation form, these can be obtained from the Centre's Main Office.

An alternative way to change or cancel a booking is to email bookings@knightswoodcentre.co.uk. You will need to provide the following information in your email; your name, the group's name, the room, the date, the day and the times of the booking changes.