

From September 1st all bookings MUST be paid for via SQUARE on Hallmaster.

Log on to Hallmaster
Click on Bookings

hallmaster

Victoria Village and District Welfare Hall

View Scheduler

View Weekly Diary

Dashboard

Display settings are now in the dropdown menu above

Bookings

Invoicing

PDF

Click to download Customer User Guide

Select Invoice ICON where it says Actions (next to eye)

This booking has an invoice against it.

Export to Excel

Print Grid

Group Series

Expand Series

Clear Filters

Room(s)	Status	Invoiced (£)	Recurring Dates	Date Created	Actions
Main Hall	Requested	9.00		Sun 24/08/2025 17:32	<div></div> <div></div>

The invoice will display

hallmaster

Victoria Village and District Welfare Hall

View Scheduler

View Weekly Diary

Manage Invoices

Dates

Booking Name

Status

Sun 31/08/2025 17:30 -
Sun 31/08/2025 18:30

Test Booking

Requested - Single

Invoice is Fully Paid - Partially Paid - Pending

You will see Invoice number and amount owed highlighted RED under Actions click on Square to pay.