

# CLT Airport Billing Information Request

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Charlotte Douglas International Airport appreciates and welcomes your interest in reserving one of our Terminal Conference Rooms. In order to fulfill your request please provide some necessary billing and contact information.

**An invoice will be mailed to the “Mailing Address” provided below in April. Please do not remit payment until an invoice is received.**

Please remit payment to:

Charlotte Douglas International Airport  
City of Charlotte Aviation Dept.  
P.O. Box 63091  
Charlotte NC 28208

If you have any questions regarding your payment please contact Elaine Hill at 704-359-4843.

<b>Contact Person Name</b>	_____
<b>Company Name (if applicable)</b>	_____
<b>Dbn (if applicable)</b>	_____
<b>Mailing Address</b>	_____
	_____
<b>Phone</b>	_____
<b>Email (required)</b>	_____

## Terminal Conference Room Rental Rates

<b>1 Hour</b>	<b>\$45</b>
<b>2 Hours</b>	<b>\$90</b>
<b>3 Hours</b>	<b>\$135</b>
<b>4+ Hours</b>	<b>\$150</b>