

# CLT Airport Billing Information Request

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

**An invoice will be sent to the mailing address that you provide below. Please do not remit payment until an invoice is received.**

Please remit payment with invoice number to:

Charlotte Douglas International Airport  
City of Charlotte Aviation Department  
P.O. Box 63091  
Charlotte, N.C., 28263-3091

If you have any questions regarding your payment, please send them to [finance\\_cltair@cltairport.com](mailto:finance_cltair@cltairport.com)

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

## Terminal Conference Room Rental Rates

1 hour	\$45
2 hours	\$90
3 hours	\$135
4+ hours	\$150