CLT Airport Conference Room Details

Piedmont Conference Room – Seats 48

Seating & Tables

- 4 rows of 8 seats = 32 total
- 8 – 5 ft. tables in a U shape with 2 seats per table = 16 seats
- Podium
- 13ft Counter Top – 2ft wide (approx.)

Audio / Video Equipment

- Large Projector Screen
- Projector with a VGA connection (HMDI to VGA adaptor available upon request)
- WIFI – CLT Complimentary – 45 min. time limit
- 6 Recessed Ceiling Speakers with an RCA connection

Auditorium Room – Seats 85

Stadium Seating & Table

- 5 rows of seats = 85 total
- 2 – 5 ft. tables with 2 seats per table = 4 seats
- Podium

Audio / Video Equipment

- Large Projector Screen
- Projector with a VGA connection (HMDI to VGA adaptor available upon request)
- Speakers
- WIFI – CLT Complimentary – 45 min. time limit

Location

Both conference rooms are located on the mezzanine level above the Atrium. Two staircases lead you up to the 2nd level. The Piedmont room is at the top of the stairs. The Auditorium is down the left hallway. Elevators are also available. Please refer to the attached map CLTConfRoomMap.jpg.

Conference Room Rates & Invoicing

Conference room rates are $45 per hour (up to 3 hours) or $150 per day (3+ hours).

Please include a billing address and contact with your reservation. Invoices will be sent the second week of the following month. Any invoices that remain unpaid after 90 days may result in denial of future reservations. Checks will be made payable to Charlotte Douglas International Airport and mailed to 5601 Wilkinson Blvd. Charlotte NC 28208

Cancellations

A cancellation fee will be accessed for reservations cancelled within 24 hours of the reserved time of a scheduled event.

Visitors

The meeting rooms are located beyond the security checkpoint and are therefore not accessible by non-ticketed passengers.

Catering / Food

Catering for meetings and events is available through HMS Host, the Airport's Food and Beverage concessionaire. Contact HMS Host Catering at 704-359-4536.