

CLT Airport Conference Room Details

Piedmont Conference Room – Seats 48

Seating and tables

- Four (4) rows of eight (8) seats = 32 total
- Eight (8) tables measuring five (5) feet in a U shape with two seats per table = 16 seats
- Podium
- 13-foot countertop approximately two (2) feet wide



Audio/visual equipment

- Large projector screen
- Projector with a VGA connection (HDMI to VGA adapter available upon request).
- CLT complimentary Wi-Fi with 45-minute time limit
- Six recessed ceiling speakers with an RCA connection



Auditorium – Seats 85

Stadium seating and tables

- Five (5) rows = 85 total
- Two (2) tables measuring five (5) feet with two seats per table = four (4) seats
- Podium

Audio/visual equipment

- Large projector screen
- Projector with a VGA connection (HDMI to VGA adapter available upon request).
- Speakers
- CLT complimentary Wi-Fi with 45-minute time limit

Location

Both conference rooms are located on the mezzanine level above the Atrium. Two staircases lead to the second level. The Piedmont Room is at the top of the stairs. The Auditorium is down the left hallway. Elevators also are available.

Conference Room Rates and 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 as soon as they are processed by CLT accounting. 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 City of Charlotte Aviation Department, P.O. Box 63091, Charlotte, N.C., 28263-3091. Include remittance with payment, notating invoice number.

Cancellations

A cancellation fee will be assessed 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.