



Conference Center Information

Norfolk International Airport offers fully equipped private meeting rooms for hourly rental.

The Conference Center is ideally suited for business meetings and seminar functions.

Note: Receptions and parties for personal events are not permitted.

To reserve a conference room, please contact Human Resources at (757) 857-3405.

| Hourly Rates | | | Meeting Room Capacity | | | | | |
|--------------|--|--|-----------------------|---------------|---------|---------|-----------------------|-------------------|
| Room | (Office Hours) Monday - Friday 8:30AM to 4:30PM | (Non-Office Hours) Evenings/ Weekends | Board Room | Class Room | Theatre | Banquet | Stand-Up Reception | Square Footage |
| Board Room | \$60 | \$90 | 40 | 60 | 100 | 80 | 150 | 1,648 |
| B | \$35 | Closed | 14 | -- | -- | 14 | -- | 368 |
| D | \$35 | Closed | 10 | -- | -- | 04 | -- | 210 |
| Room Set-up | \$150 | -- | -- | -- | -- | -- | -- | -- |

Location

The conference rooms are located on the second floor of the Departures Building (main lobby), down the hall from the business center and art board.

Hours of Operation

Please note that Norfolk Airport Conference Rooms B and D are open from 8:30AM to 4:30PM, Monday – Friday. The Board Room is available 24/7 except on holidays.

Parking

Conference room patrons are afforded complimentary parking in the **long-term parking lot** and daily parking decks (long-term). Parking tickets will be validated upon presentation at the front desk.

Parking in the short-term or decks will not be validated.

Method of Payment

We accept all major credit cards. Received payments will not constitute or initiate a reservation. Prior to payment, please contact Human Resources to reserve a conference room or for more information.

Note: Payments include 6% sales tax and you must update the “quantity” for reservations that exceed one hour.

Cancellation Policy

Should you need to cancel a reservation, a 24-hour advance notice is appreciated. In the event of an airport emergency, we will have to cancel your reservation with or without notice or we will ask you to vacate the conference room immediately.