

CHARTER FACILITIES & EQUIPMENT REQUEST RICHMOND INTERNATIONAL AIRPORT (RIC)

Directions

Please provide all requested information. Either scan and email (ric-operations@flyrichmond.com) or fax this form to (804) 226-3075. Use one form for each charter event. For regularly scheduled charter operations, and/or long term advance scheduling, contact RIC Airport Operations at (804) 226-8590.

Requestor Information

Charter Handler	
Contact Name	
Contact Phone	
Contact Fax & E-mail	

Charter Details

Date of Arrival		Date of Departure	
Time of Arrival		Time of Departure	
Aircraft Operator		Aircraft Type	
Origin Airport		Destination Airport	

Facilities/Equipment Requested (fill in the information below)

Number of Passengers		Parking Location Requested	
Ticket Counter		Operation Type <small>(check all that apply)</small>	<input type="checkbox"/> Domestic <input type="checkbox"/> Military <input type="checkbox"/> International
Baggage Claim Unit		FIS Facility <small>(check one)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Special Requests or Remarks

CRAC 01-2019

Approval – To be completed by Airport Operations.

Print Name & Title

Date

Approved Denied

Signature