

HELFAER FIELD EVENT CHECKLIST

Please review this entire checklist, as most questions will be answered below.

After timeslot(s) is purchased and paperwork is downloaded:

- Read through the entire Rental Agreement – most of your questions are answered in the contract.
- The signed Rental Agreement and first payment are due within 14 days from when you purchased the timeslot(s). **The final payment is due 2 weeks after the reservation of your timeslot(s) is placed.**
 - You will receive a receipt via e-mail when the payment and contract have been processed.
- We would appreciate it if you would be the point person for your event, so please have the other team, parents, etc. direct all questions to you.

In preparation for your game:

- If you did not pay in full, please make sure the final payment is in 2 weeks after the reservation of your timeslot(s) is placed. If a third party is sending the payment, make sure they list the game date and time with the payment.
 - Make sure the payments are sent “Attn: Helfaer Field”
- **Tours** - If your group is interested in a private tour of American Family Field, please send the Tour Request form, along with a 50% deposit. Your request must be made at least 14 days prior to your date.
- **Pavilions** - Exclusive use of the Helfaer Field pavilions are not included in your Helfaer Field rental. The pavilions are on a first come, first served basis, unless reserved in advance. If you would like to reserve a pavilion, please call the Helfaer Field Coordinator at 414-902-4332.
 - A 3-hour rental on a non-game day is \$100, a 3-hour rental on a game day is \$250
- Are you going to the Brewers game? If so, did you get your tickets? If not, please call the Group Sales office at 414-902-4777. It is recommended to purchase parking passes in advance for Brewers games.
- **No Carry-ins allowed** – Outside food and beverage are NOT allowed inside Helfaer Field’s gates
***Alcohol is not prohibited inside the Helfaer Field gates and will be asked to be thrown away if brought in, unless catered by Delaware North.**
- Do you want catered food and/or alcohol at your event? If yes, please contact Delaware North at 414-902-4740.
 - An outside caterer is NOT allowed without approval from Delaware North
 - Food and beverages can be enjoyed in the adjacent tailgate pavilions, on the surrounding grounds, and in the parking lot, just not inside Helfaer Field
- **Adult Softball** – If adults are playing softball or you are planning a Homerun Derby, you must bring your own flight restricted/limited flight “practice” softballs. These softballs can be found at most sporting goods stores – **Adult groups may NOT use regulation softballs or baseballs.**
- **Pitching Rubber** – The pitching rubber distance by default is set at 46 feet. However, we can accommodate 40 feet to 46 feet. Please indicate this on the rental agreement. Base paths are set at 60 feet, and we cannot modify the base path distance.
- Do you have proper equipment for your game? Bases are provided at the field, however, bats, gloves, and balls are not provided for groups.
- **Umpires** – Do you have umpires scheduled for your game? If not, you may contact Dave Ernst with Ernst Assigning via phone at 414-687-5654 or via email at ernstassigning@gmail.com.
- **Release of Liability Waivers** – Please have all waivers signed prior to your event. Bring all signed waivers to your event, and give them to the Helfaer Field Event Staff member. They **MUST** be turned in prior to anyone going onto the field.
 - Everyone going onto the field must sign a waiver! This includes: coaches, players, umpires, photographers, etc. Minors MUST have the second page filled out by a parent or guardian.

- **Walk-Up Music** – You may bring your own music on any device, such as an iPod, phone, tablet, laptop, USB drive, CD, etc. Music should NOT be offensive, and MUST be appropriate for children. If you bring music, someone from your group should run the music. If you do not have music, the Helfaer Field Event Staff will have music provided.
- **Announcers** – if you would like someone to announce for your game, please make sure they have a lineup card. They should meet at the counter behind home plate 10 minutes prior to game time. The American Family Field Event Staff member assigned to your game will NOT be an announcer if an announcer is not present from the team(s).
- **Helfaer Field Hotline: 414-902-4004** – Please provide the Helfaer Field Hotline number to **EVERYONE** attending the event. The hotline will be updated only when a cancellation occurs. If an old recording is heard, your game has not been cancelled. Only the main contact will personally be contacted by a Brewers staff member if a cancellation occurs.

Parking:

- **Game Day Parking** – If you are playing a game prior to a Brewers home game, and have preferred parking passes you may be asked to re-park your cars. Please note that on game days the first row closest to Helfaer Field is reserved for Handicap and Motorcycle parking. If you are playing a game after a Brewers home game, traffic from fans exiting the parking lots will make it difficult to enter the Cooper lot. We suggest entering via Yount Drive.
- **Non-Game Day Parking** – If your event is on a non-game day, you do not have to pay for parking, and the only lot open will be the Cooper parking lot, adjacent to Helfaer Field.

Day of your event:

- The Cooper lot will be open no earlier than **1 hour** prior to your event for parking. Please instruct guests to park in this lot, as all other lots are off limits, and do not park in the bus turnaround.
- Doors to Helfaer Field will be opened, at the discretion of the Helfaer Field Staff member, **30 minutes** prior to your event.
- At the discretion of the Helfaer Event Staff, teams may have the opportunity to warm-up ONLY in the outfield during the 30 minutes prior to game time. **NO BATS** are allowed during warm-ups.
- **NO NEW INNING WILL BE STARTED 15 MINUTES PRIOR TO THE CONCLUSION OF YOUR ALLOTTED TIMESLOT**
- *Restrictions at Helfaer Field include, but are not limited to:*
 - No carry-ins (food or beverage, including alcohol) allowed within the gates of Helfaer Field
 - No smoking
 - No animals
 - No sunflower seeds or peanuts allowed in the dugout or on the field
 - No sitting or standing on top of the dugouts
- The Helfaer Field facility, including the parking lots, will be closed **30 minutes** after the conclusion of the final game of the day.

Have fun and enjoy your event at Helfaer Field!

