

HELFAER FIELD TAILGATE EVENT CHECKLIST

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

After tailgate timeslot 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 tailgate timeslot. **The final payment is due 2 weeks after the reservation of your timeslot 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 all people in the group direct all questions to you.

In preparation for your game/ event:

- If you did not pay in full, please make sure the final payment is in 2 weeks after the reservation of your timeslot 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”
- **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 game day is \$250.
- **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.

Softball/Kickball games:

- **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, can accommodate 40 feet to 45 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. You may provide your own as well.

- **Walk- Up Music** – You 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.
- **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.
- **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 working your event. 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.

Parking

- **Game Day Parking** – Everyone planning on coming and parking a car for the tailgate **MUST** have a preferred parking pass to park in the Cooper lot. However, it is recommended to buy a pre-paid parking pass online beforehand. Please do not park in the bus turnaround.
- **Buses** - If bringing a bus, buses can drop guests off at Helfaer Field, but must proceed to the Bus Parking in the American Family Lot after drop off. Buses can easily access Helfaer Field using General Mitchell Blvd or Fredrick Miller Way. There is no tailgating in the American Family Lot prior to the start of a 3-hour Tailgate.

Day of your event:

- The Cooper lot will open when the parking lots open for parking for the game. Depending on the game time will vary for when the parking lot opens. Listed Below.
 - 12:40PM, 1:10PM, 3:10PM, 6:10PM, 7:10PM- parking lot opens 3 hours prior to first pitch.
 - 6:40PM weekdays- parking lot opens 2 ½ hours prior to first pitch.
- **ALL Tailgate timeslots start when the parking lots open.**
- At the discretion of the Helfaer Event Staff, teams may have the opportunity to warm-up ONLY in the outfield. **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, peanuts, allowed in the dugout or on the field
 - No food and beverages on field at any point
 - No sitting or standing on top of the dugouts
- Tailgates and Helfaer Field facility close 10 minutes before first pitch.

Have fun and enjoy your event at Helfaer Field!

