

HELFAER FIELD - EVENT CHECKLIST



Please review this checklist completely as most questions are answered below.



After Timeslot(s) is Purchased and Paperwork is Downloaded

- Read the entire contract – most of your questions are answered in the contract.
- The first payment and signed contract are due 14 days from the purchase of your timeslot(s). The final payment is due 30 days prior to your timeslot(s).
 - You will receive a receipt via e-mail when the Helfaer Field deposit and contract have been processed.
- We would appreciate it if you would act as the liaison for your event so please have participants (the other team, parents, etc.) direct all questions to you, it is easier to have one contact than multiple people calling for the same event.

In Preparation of Your Game

- If you did not send in the full payment, please make sure the final payment is in 30 days prior to your event date. If a third party is sending the payment, make sure they list the game date and time with the payment. Make sure payments are sent "Attn: Helfaer Field."
- If your group is interested in a private tour of Miller Park, please send the Tour Request form along with a 50% deposit. We must receive your request at least 14 days prior to your tour.
- Exclusive use of the Helfaer Field pavilions are not included in your Helfaer Field rental. The pavilions are occupied on a first come, first served basis unless reserved in advance for a fee of \$100; however must be rented 3 hours prior to a Brewers home game at a rate of \$250 per pavilion. If you would like to reserve a pavilion, please call the Helfaer Field Coordinator at 414-902-4888.
- 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 in advance.
- Outside food and beverage are NOT allowed inside Helfaer Field's gates.**
- Do you want catered food or alcohol at your event? If yes, please contact Milwaukee Sportservice at 414-902-4740. **An outside caterer is NOT allowed without approval from Sportservice.**
- If Adults are playing softball or you are planning a Homerun Derby, did you purchase flight restricted or "practice" softballs? These softballs can be found at most sporting goods stores. Adult groups may NOT use regulation softballs or baseballs.
- The pitching rubber by default is set at 46 feet. However, we can accommodate one from 40 – 45. Please let the Helfaer Field Coordinator know ahead of time.
- For Little League games, a pitching machine is available if you would like to use one. Please let the Helfaer Field Coordinator know prior to the event.
- Do you have the proper equipment? Bases are provided at the field, however, bats, gloves, balls, are not provided for your group.
- Do you have umpires scheduled for your game? If not, you may contact Hochmuth Assigning at the following:

Primary Email: ahochmuth@wi.rr.com

Home Phone: (262) 250-1525

For more information visit-

www.facebook.com/Hochmuth.Assigning

www.Arbitersports.com

- **Waivers** – Please have all waivers signed prior to your event, they may be turned in the day of the event; but must be turned in prior to anyone going onto the field. If waivers are turned in the day of, please give them to a Helfaer Field staff member.
 - Everyone going onto the field must have waivers signed! This includes coaches, players, umpires, photographers, etc. Minors must have the second page filled out by a parent or guardian. The first page is for adult participants only.
- Please provide the Helfaer Hotline number to **EVERYONE** attending the event - **414-902-4004**. The hotline will be updated only when a cancellation has been made. 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.
- You may bring your own music via CDs, iPod, or computer. Music should NOT be offensive. If you bring music, someone from your staff should run the music. If you do not have music, the Helfaer Field staff will have music provided and run it. Walk-up music must be provided by the teams if interested.
- If you would like someone to announce for your game, please make sure they have a lineup card at least 15 minutes prior to your start time. They should meet at the booth behind home plate at least 10 minutes prior to the game.

Game Day Parking

- If you are playing a game prior to a Brewers home game and have preferred parking you may be asked to re-park your cars. Please note that on game days the first row closest to Helfaer Field must be left open 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 parking lot. We suggest entering via the Yount Drive and making your way to Helfaer Field.

Day of Your Event

- The Cooper parking lot will be open 1 hour prior to your event. Please instruct cars to park in this area as all other lots are closed from access.
- Doors to Helfaer Field Atrium will be opened, at the discretion of the Helfaer Staff member, 30 minutes prior to your event taking place.
- Teams will be allowed to warm-up in the **outfield only** during these 30 minutes. **No Bats** are allowed at this time.
- Please help to keep Helfaer Field clean.
- Restrictions at Helfaer Field include but are not limited to.
 - No carry-ins (food or beverage, including alcohol) allowed within the gates to Helfaer Field. Picnics and carry-in meals can be enjoyed in the adjacent tailgate pavilions, on the surrounding grounds, and in the parking lots surrounding Helfaer Field.
 - No smoking
 - No animals
 - No sunflower seeds allowed in the dugout or on the field.
 - No sitting or standing on the dugout.
- The Helfaer Field facility, including the parking lots, will be closed 30 minutes after the conclusion final game of the day.

Have Fun and Enjoy your day at Helfaer Field!

