Terms and Conditions

Terms and conditions for the use of Eco-Office coworking space and related services operated by Ecooffice Bdpst Kft.

Effective: October 14, 2026

In short

- You book everything online at foglalas.eco-office.hu, where you also see the current prices. You pay the price shown when you book. → Section 3
- You must be 18 or over to enter. Minors may not come in, not even with an adult. We may ask you to prove your age. → Section 4
- Your ticket starts when you first open the door. The 4 and 8 hour tickets can be used from the day after purchase, and you have 15 days to start them. → Section 4
- Your access is personal. Only the Flexi 12D pass can be shared, and even then only one person can be in on it at a time. → Section 7
- A ticket gets you into the space, not a specific desk: first come, first served. For a guaranteed spot, book a meeting room or private office. → Section 7
- You can cancel or move a meeting room, studio or private office booking for free up to 24 hours before. For the Loft it is 72 hours. → Section 8
- As a consumer you can withdraw within 14 days. If you have already started using the service, you pay for what you used, and once it is fully

used you can no longer withdraw. → Section 6

- No smoking (e-cigarettes included), and alcohol only at Loft events. Pets are welcome if they stay with you and do not disturb anyone. → Section 7
- There are cameras in the common areas, and recordings are deleted after 7 days. There are no cameras in private offices, meeting rooms or studios. → Section 9
- There is no staff on site, so look after your valuables. If you or your guest cause damage, you pay for it. → Section 9
- We can ban you for a serious breach. You can object within 15 days, and you get a time-proportional refund for unused tickets and passes, minus any damage. → Section 9
- Questions or complaints? Email ecoofficebudapest@gmail.com and we reply within 30 days. → Section 11

This is a plain-language summary and does not replace the Terms. If anything differs, the full text below always prevails.

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Service Provider Information

COMPANY NAME
Ecooffice Bdpst Kft.

COMPANY REGISTRATION NO.
01-09-4077175

TAX NUMBER
32111130-1-42

REGISTERED OFFICE
1064 Budapest, Izabella utca 68/b

PHONE
+36 50 104 61 16

EMAIL
ecoofficebudapest@gmail.com

BANK ACCOUNT (OTP)
11707000-22234003-00000000

IBAN
HU58117070002223400300000000

1 General Provisions

These Terms and Conditions (hereinafter: T&C) govern the conditions for using services provided by Ecooffice Bdpst Kft. (hereinafter: Service Provider) through the **foglalas.eco-office.hu** and **eco-office.hu** websites.

The scope of this T&C extends to all legal transactions between the Service Provider and the Customer (hereinafter together: Parties) concluded through the website.

The Service Provider reserves the right to unilaterally amend the T&C. An amendment takes effect on the **30th day** following its publication on the website. Bookings made, and valid passes and subscriptions purchased, before that date remain governed by the T&C in force at the time of purchase.

If the Customer does not accept the amendment, they may terminate their current subscription before the amendment takes effect; in that case the Service Provider **refunds the fee for the unused period or occasions proportionally**.

2 Definitions

Service Provider	Ecooffice Bdpst Kft. (1064 Budapest, Izabella u. 68/b)
Customer	Natural or legal person using the service
Consumer	Natural person acting outside their profession, self-employment or business activity
Website	Website available at foglalas.eco-office.hu and eco-office.hu domains
Coworking Space	Coworking space operated by the Service Provider (1064 Budapest, Izabella u. 68/b)
Service	Any service defined in this T&C provided by the Service Provider
Pass/Subscription	Access right for the Coworking Space valid for a specified period
Booking	Order for service placed through the website

3 Services and Prices

The Service Provider offers the following services. All services are available **24/7**, every day of the week. The Service Provider is **exempt from VAT** under the Hungarian small-business VAT exemption (alanyi adómentesség); the prices shown are final prices and do not include VAT.

Current prices are available at foglalas.eco-office.hu. The Customer is always charged the fee displayed by the booking site when the booking is finalised and stated in the confirmation. A price change does not affect bookings already finalised, or passes and subscriptions already purchased.

3.1. Coworking Day Passes

DropIN pass	Immediate entry, 24 hours of office use

4-hour pass	4 hours of office use, valid only from the day after purchase
8-hour pass	8 hours of office use, valid only from the day after purchase
Guest pass	2 hours of office use per person for the Customer's guest, valid only alongside a valid day pass or subscription

3.2. Coworking Subscriptions

Flexi monthly subscription	One month of unlimited office use, **not shareable**
Flexi weekly subscription	One week of unlimited office use, **not shareable**
Flexi 12D / 12-entry subscription	12 entries of office use, **shareable**
Flexi 4D / 4-entry subscription	4 entries of office use, **not shareable**

3.3. Meeting Rooms and Private Offices

Private office / small meeting room	Up to 6 people, also usable as a private office
Premium meeting room	Up to 6 people, also usable as a private office
Meeting room for 2-6 people	35 sqm, Wi-Fi
Meeting room for 7-14 people	35 sqm, Wi-Fi

3.4. Podcast Studio

Podcast studio rental	For recording interviews, podcasts and video material, 24/7, with your own storage medium

Podcast studio video package	6 separately recorded audio tracks and 2 camera feeds, Monday to Sunday between 8:00 and 20:00

3.5. Loft Event Space

A space suitable for events, workshops and presentations. Current hourly rates and available time slots are shown at **foglalas.eco-office.hu**. Loft bookings are subject to the **72-hour** cancellation deadline set out in Section 8.1.

3.6. Photo Studio

Professional photography facilities with studio equipment. Prices and details at **foglalas.eco-office.hu**.

3.7. Other Services

- **Registered Office Service**

  Registered office address for companies. This service is **provided not by the Service Provider but by E-Marketplace Kft.**, under a separate written contract. It is governed **not by this T&C** but by the general terms of E-Marketplace Kft., available at e-marketplace.hu/aszf.

- **Eco Garden**

  Green outdoor terrace for work and relaxation, available 24/7.

4 Contract Formation

4.1. Distance Contract

The contract between the Parties is concluded through online booking at **foglalas.eco-office.hu** and successful payment completion. The contract qualifies as a distance contract under Hungarian Government Decree 45/2014 (II. 26.).

The service may be used **only by persons who have reached the age of 18**. Persons under 18 may not enter or stay on the premises of the Coworking Space,

not even accompanied by an adult. By purchasing a pass, subscription or entry ticket, the Customer declares that they have reached the age of 18. The Customer further acknowledges that the Service Provider may at any time request proof of age by means of an identity document. If proof is refused, or if this condition is breached, the Service Provider may refuse entry or proceed in accordance with Section 9.4.

4.2. Booking Process

- Customer selects the desired service on the website
- Provides required information (name, email, phone number)
- Accepts this T&C and the Privacy Policy
- Completes payment online (by card)
- After successful payment, receives a **digital pass** to open the door

4.3. Self-Service Operation and Digital Access

The Coworking Space operates in **self-service** mode, **24/7**. After successful booking, the Customer receives a digital pass in the app to open the door.

Pass activation: The pass or subscription activates when the door is opened. The countdown begins then, showing remaining time.

4.4. Pass and Subscription Validity

A pass or subscription is activated by the first opening of the door, and from activation entitles the holder to stay for the period stated in its name. The deadlines for activation are set out in Section 8.3.

- **DropIN pass:** 24 hours from activation
- **4-hour pass:** entitles to 4 hours of stay from activation
- **8-hour pass:** entitles to 8 hours of stay from activation
- **Guest pass:** 2 hours per person, valid only alongside the inviting Customer's valid day pass or subscription
- **Subscriptions:** can be activated at any time within the validity period

Important: When 4, 8, or 24 hours expire, the Customer must leave the building. The digital pass is personal. **Only the Flexi 12D / 12-entry subscription is shareable**; every other pass and subscription – the DropIN pass, the 4 and 8-hour passes, the Guest pass, and the Flexi weekly, Flexi

monthly and Flexi 4D subscriptions – is **not shareable**. Violation may result in a ban under Section 9.4.

4.5. Loss and Revocation of the Digital Pass

The digital pass is personal and may not be transferred to third parties. The Customer must **notify the Service Provider without delay** if the device holding the pass is lost or stolen, or if the pass has become known to an unauthorised person.

- Until the notification, the Customer is liable for entries made with the pass and for any damage caused in connection with them
- The Service Provider revokes the pass without delay upon notification
- The Customer is **not liable** for entries made after revocation
- Notification can be made via the contact details in Section 11.1

5 Payment Terms

5.1. Payment Methods

Service fees can be paid by the following methods:

Online Card Payment (SimplePay)

Card payments are processed by the SimplePay system operated by OTP Mobil Kft.

Provider	OTP Mobil Kft.
Address	1093 Budapest, Közraktár u. 30-32.
Company reg. no.	01-09-174466
Tax number	24386106-2-43

Accepted cards: Mastercard, Maestro, Visa, Visa Electron, American Express. Payment is secure with SSL encryption.

SimplePay Privacy Notice

When using the SimplePay payment service, **Ecooffice Bdpst Kft.** (Merchant) transfers the following data to **OTP Mobil Kft.** (Data Processor) for transaction processing:

Data transferred: name, email address, phone number, billing address.

OTP Mobil Kft. processes the data according to the SimplePay Privacy Notice. Available at: http://simplepay.hu/vasarloi-tajekoztato

Bank Transfer

Payment by bank transfer is available upon prior arrangement:

Beneficiary	Ecooffice Bdpst Kft.
Bank	OTP Bank
Account number	11707000-22234003-00000000
IBAN	HU58117070002223400300000000
BIC/SWIFT	OTPVHUHB

5.2. Invoice

The Service Provider issues an electronic invoice after successful payment, sent to the Customer by email.

6 Right of Withdrawal

6.1. Consumer Right of Withdrawal

Customers qualifying as consumers have the right to withdraw from the contract within **14 days** without giving reasons, under Hungarian Government Decree 45/2014 (II. 26.).

The withdrawal period expires 14 days after the date of contract conclusion.

6.2. Exercising Withdrawal Right

To exercise withdrawal, the Customer must make a clear statement (by email or postal letter) of intent to withdraw.

Withdrawal Statement

Email: ecoofficebudapest@gmail.com

Address: 1064 Budapest, Izabella utca 68/b

The Customer may also use the following model form (Annex 2 to Government Decree 45/2014 (II. 26.)):

Model Withdrawal Form

To: Ecooffice Bdpst Kft., 1064 Budapest, Izabella utca 68/b, ecoofficebudapest@gmail.com

I hereby give notice that I withdraw from my contract for the supply of the following service: .....

Date of conclusion of the contract: .....

Name of consumer: .....

Address of consumer: .....

Date: .....

Signature of consumer (only if this form is notified on paper): .....

6.3. Refund Upon Withdrawal

Upon withdrawal, the Service Provider refunds all payments made by the Customer without delay, but within **14 days** of learning of the withdrawal. Refund is made using the same payment method as the original transaction.

6.4. Loss of the Right of Withdrawal

When booking, the consumer **expressly requests** that performance of the service begins before the end of the withdrawal period and acknowledges that the **right of withdrawal is lost** once the service has been fully performed (Government Decree 45/2014 (II. 26.), Section 29(1)(a)).

If the consumer withdraws after performance has begun but before it has been completed, the consumer shall pay an amount proportionate to the service actually provided.

7 Service Usage

7.1. Entry and Usage

The Coworking Space is open **24/7**, every day of the week. Entry is via digital pass that opens the door.

Simultaneous entry: Only **1 person** is entitled to enter with one pass or subscription. Exceptions: the shareable **Flexi 12D** subscription, and meeting room, private office, podcast studio, and photo studio bookings. Even when a Flexi 12D is shared, only one entry may be active at a time.

Guest pass: the Guest pass is valid only **alongside the inviting Customer's valid day pass or subscription**, and entitles the guest to **2 hours**of stay per person. The guest may stay in the Coworking Space only **in the presence**of the Customer who invited them and is not entitled to enter independently. The inviting Customer is responsible for the guest's conduct and for any damage caused by them.

Workstation: a pass or subscription entitles the holder to use the Coworking Space, not a specific workstation. The Service Provider **does not guarantee an available workstation**; seats in the common area are taken on a first-come, first-served basis. A guaranteed place is provided by meeting room and private office bookings.

7.2. Shareable Subscription Rules

Only the **Flexi 12D / 12-entry subscription** can be shared with colleagues and coworkers. Sharing means that the entries of the subscription may also be used for another person's entry, but only one entry may be active at a time.

- The subscription owner bears full responsibility for invited persons
- Invited persons are also bound by office usage rules in this T&C
- The subscription owner is liable for damages caused by invited persons

NOT shareable: DropIN pass, 4-hour pass, 8-hour pass, Guest pass, Flexi weekly subscription, Flexi monthly subscription, Flexi 4D subscription. Violation may result in a ban under Section 9.4.

7.3. Meeting Rooms, Podcast, Photo Studio, Private Office

For meeting room, loft, podcast studio, and photo studio bookings, participants can be invited through the application.

- The booker/organizer bears full responsibility for invited participants
- If anything goes missing, is stolen, or damaged, the organizer is liable
- Office usage rules apply to all invitees

7.4. House Rules

During service usage, the Customer must:

- Use the Coworking Space properly, with consideration for other users
- Protect furniture and equipment, leave them in original condition after use
- Maintain cleanliness, leave used areas clean and tidy
- Not disturb quiet work in common areas
- Follow office security regulations
- Keep digital pass confidential, not share it with others
- Take calls and online meetings in a meeting room or in the designated zone

The following are **prohibited** in the Coworking Space:

- **Smoking** anywhere in the building, including electronic cigarettes
- **Consumption of alcohol** – except at events held in the Loft space, by prior arrangement
- Taking calls or holding online meetings loudly in the common area

Pets

The Coworking Space is **pet-friendly**. Pets are welcome, subject to the following:

- The owner is present at all times; the animal may not be left unattended
- The animal does not disturb the work of other users
- The owner is responsible for any damage caused by the animal and for keeping the area clean

7.5. Common Areas and Cleanliness

Using and maintaining common areas is **mandatory for everyone**.

- If the Customer does not leave the area tidy (after events, meetings, discussions), the Service Provider may invoice the **actual cost of cleaning**
- In case of damage to furniture or equipment, the Service Provider may pass on the **actual, invoiced cost of repair or replacement**
- The Service Provider invoices only costs actually incurred and documented, and informs the Customer of the cost in advance

7.6. Coworking Services Included

Coworking passes and subscriptions include:

- Workstation usage in common areas
- Wireless internet (WiFi) access
- Electricity usage
- Kitchen and restroom access
- Coffee and tea consumption
- Participation in community programs

7.7. Items Left Behind and Lost Property

The Service Provider keeps items left in the Coworking Space for **30 days**from the date they are found. During this period the item can be claimed via the contact details in Section 11.1, upon proof of identity.

After 30 days the Service Provider may donate the item to charity or dispose of it. Perishable items (e.g. food) may be removed without delay. In line with Section 9.3, the Service Provider accepts no liability for items left behind.

7.8. Drinks Vending Machine

A **drinks vending machine operated by a third party** is located on the premises of the Coworking Space. Under Section 16/A of Hungarian Act CLV of 1997 on consumer protection, the machine may also offer **energy drinks, which may not be sold to persons under 18**.

The machine is accessible only to adult visitors and employees of the Coworking Space. The Customer **may not purchase** an energy drink for a person under the age of 18, and **may not pass one on** to such a person.

A purchase from the machine is **concluded with the operator of the machine**and is governed by the operator's own terms.

8 Cancellation and Modification

8.1. Meeting Room, Podcast, Photo Studio, Private Office Cancellation

Cancellation within 24 hours: Meeting room, podcast studio, photo studio, and private office bookings **cancelled within 24 hours are non-refundable**.

- **Cancellation beyond 24 hours:** free cancellation or modification
- **Cancellation within 24 hours:** booking fee is non-refundable
- **No-show:** full fee is forfeited

Loft event space – 72 hours: by way of exception, Loft bookings are subject to a **72-hour** cancellation deadline. Cancellation beyond 72 hours is free of charge; within 72 hours the booking fee is non-refundable. The reason is that a time slot reserved for an event cannot be re-let at short notice.

8.2. Date Modification

Meeting room, photo studio, podcast studio, and private office booking dates can be **modified any number of times beyond 24 hours**.

Modification within 24 hours is not possible – booking is forfeited.

8.3. Pass and Subscription Validity

DropIN pass	Immediate use, 24 hours from activation
4-hour pass	Can be activated within **15 days** of purchase, from the day after purchase; 4 hours from activation
8-hour pass	Can be activated within **15 days** of purchase, from the day after purchase; 8 hours from activation
Guest pass	Can be activated within 2 days of purchase; 2 hours per person
Flexi weekly subscription	One week of unlimited office use
Flexi monthly subscription	One month of unlimited office use

Flexi 12D / 4D subscription	12 and 4 entries respectively; the validity period is shown on the booking site

Unused passes/subscriptions cannot be used or refunded after expiration (except for withdrawal rights under Section 6).

The cancellation and modification rules in this Section 8 **do not affect the consumer's right of withdrawal under Section 6**. Where a consumer has a right of withdrawal in respect of a given booking, it may be exercised irrespective of the deadlines in Section 8.

9 Liability and Security

9.1. Security Camera System

A security camera system operates in the **common areas** of the Coworking Space (entrance, shared workspace, kitchen, corridors) for the protection of property and persons. Signs on site indicate the areas covered.

Where no recording takes place

There are no cameras in the private offices, meeting rooms and studios, and no recordings are made there.

- The legal basis for processing is the Service Provider's **legitimate interest** (Article 6(1)(f) GDPR)
- Unless used, recordings are deleted after **7 days**
- Only the Service Provider and authorized authorities can access recordings
- In case of **suspected crime**, the Service Provider **files a police report** and hands the recording over to the authorities
- Recordings may serve as evidence in case of damage or crime

Details are set out in the Privacy Policy.

9.2. Customer Liability – Full Compensation

The Customer bears **full liability** for all damages caused in the Coworking Space by themselves or persons they invited.

- **Any damage** caused during office use **may be claimed**
- Damage extent can be proven by security camera footage
- For shareable subscriptions, the owner is liable for invitees' damages
- For meeting room/studio bookings, the organizer is liable for participants' damages
- In case of theft or vandalism, the Service Provider files a police report

> **Warning:** Serious rule violations, damage, theft, or other illegal acts result in **immediate ban** and **police report** by the Service Provider.

9.3. Service Provider Liability

The Coworking Space is **self-service** and no Service Provider staff are present. The Customer and the persons invited by the Customer use the Coworking Space, the private offices, meeting rooms and studios **at their own risk**. The Service Provider accepts no liability for any loss or damage arising from the use of the premises.

The Service Provider is responsible for continuous service provision and fulfillment of ordered services according to this T&C.

The Service Provider is **not liable** for:

- Valuables and personal items brought by the Customer to the Coworking Space
- Damages caused by the Customer or third parties
- Internet service outages caused by third parties
- Service interruptions due to force majeure

Nothing in this section excludes liability for damage caused intentionally or by gross negligence, for damage to life, physical integrity or health, or any other liability that cannot be excluded under applicable law.

9.4. Ban and Its Consequences

The Service Provider may revoke the Customer's entry rights (ban) if the Customer seriously breaches this T&C or the house rules, in particular in case of damage, theft, unauthorised sharing of the pass, or harassment of other users.

- The Service Provider **informs the Customer in writing** of the ban and its grounds

- The Customer may object in writing within **15 days** of receiving the notice, via the contact details in Section 11.1
- The Service Provider investigates and answers the objection within 30 days

What happens to the subscription?

In case of a ban, the Service Provider **refunds proportionally the fee for the Customer's unused, valid passes and subscriptions**, no later than 14 days after the ban.

The Service Provider may deduct from the refund any damage and cost caused by the Customer that is evidenced by an invoice or otherwise, and informs the Customer of the amount and grounds of the deduction.

10 Force Majeure

The Service Provider is released from contract performance if performance becomes impossible due to extraordinary, unforeseeable, and unavoidable circumstances outside the Service Provider's sphere of interest.

Force majeure includes:

- Natural disasters (flood, earthquake, fire)
- Epidemic, pandemic
- War, terrorist attack, strike
- Government restrictions, state of emergency
- Power outage, internet service failure

In case of force majeure, the Service Provider promptly notifies Customers and refunds service fees proportionally.

10.1. Planned Maintenance and Service Interruption

The Service Provider may temporarily suspend the operation of all or part of the Coworking Space for maintenance, refurbishment, or works by an authority or utility provider (e.g. a planned power outage). A planned interruption **does not qualify as force majeure**.

- The Service Provider gives **advance notice** of planned interruptions on the website and by email, as early as possible
- Maintenance is scheduled so as to disturb the use of the service as little as possible
- The fee for the affected period is **credited proportionally** to subscription holders, or their subscription is extended accordingly
- Confirmed meeting room, studio or Loft bookings falling within the interruption can be rescheduled free of charge, or the fee is refunded

11 Complaint Handling

11.1. Customer Service

Customers can submit complaints and comments at:

Email	ecoofficebudapest@gmail.com
Phone	+36 50 104 61 16
Address	1064 Budapest, Izabella utca 68/b

The Service Provider investigates and responds to complaints within 30 days.

11.2. Arbitration Board

If the complaint is not resolved, consumers may contact the arbitration board of their place of residence or stay.

Budapest Arbitration Board

Address: 1016 Budapest, Krisztina krt. 99.

Phone: +36 1 488 2131

Email: bekelteto.testulet@bkik.hu

Website: bekeltet.bkik.hu

11.3. Consumer Protection Authority

The consumer may also turn to the consumer protection authority. Consumer protection tasks are performed at first instance by the metropolitan and county government offices competent for the consumer's place of residence. Contact details of the competent government office are available at kormanyhivatalok.hu.

12 Data Processing

The Service Provider processes Customers' personal data in accordance with GDPR and Hungarian data protection laws.

Detailed data processing rules are contained in the Privacy Policy, which forms an integral part of this T&C.

13 Final Provisions

13.1. Applicable Law

This T&C and contracts concluded under it are governed by Hungarian law, particularly:

- Act V of 2013 on the Civil Code
- Act CVIII of 2001 on Electronic Commerce Services
- Government Decree 45/2014 (II. 26.) on Consumer Contracts
- Act CLV of 1997 on Consumer Protection

13.2. Disputes

The Parties shall primarily resolve disputes through negotiation. If unsuccessful, disputes shall be decided by the competent Hungarian court.

13.3. Partial Invalidity

If any provision of this T&C is deemed invalid, it shall not affect the validity of other provisions.

13.4. Effective Date

This T&C takes effect on **October 14, 2026** and is valid indefinitely.

Last modified: October 14, 2026

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ecooffice

Self-service coworking 24/7 near Oktogon. Sustainable, digital, flexible.

Nappali Energia ▼

Services

Prices & booking

Private office

Podcast hub

Loft space

Information

Contact

Magazine

Privacy policy

Terms

Language

Magyar

English

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